

# **EXHIBIT E**

Paramount Global Non-Discrimination and Anti-Harassment Policy

## **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), 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://www.paramount.com/openline). 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.

# **EXHIBIT F**

Excerpt of Paramount Global Business Conduct Statement



# GLOBAL BUSINESS CONDUCT STATEMENT

PDF versions (in multiple languages) available at [BCS.Paramount.com](https://www.paramount.com/global-business-conduct-statement)



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# RESPONSIBILITIES OF SUPERVISORS, DIRECTORS, & BUSINESS PARTNERS

## Leaders & Supervisors

Those of us who lead or manage others have the added responsibility of acting as role models, exemplifying the behaviors we expect in order to create a strong ethical climate and to reflect our shared values. As a leader or manager, you should:



## Supplier & business partners

Partnering with outside organizations is an essential part of doing business. These organizations can be seen as extensions of Paramount so it's critical that they adhere to the same high standards to which we hold our employees. We expect all suppliers and business partners to review, understand and follow our [Supplier Compliance Policy](#) and relevant provisions in Paramount's Business Conduct Statement.

## Directors

If you serve on the Board of Directors and have questions or need additional guidance about the topics discussed in this Statement, please consult Paramount's Chief Compliance Officer or Corporate Secretary.

# **EXHIBIT G**

Documentation of distribution of EEO policies

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**From:** Office of Bob Bakish  
**Sent:** Monday, December 13, 2021 3:26 PM  
**Subject:** Our Code of Conduct: ViacomCBS' Global Business Conduct Statement (BCS)  
**Attachments:** 2021 ViacomCBS Business Conduct Statement.pdf

**OFFICE OF  
BOB BAKISH**  
President & CEO



Team,

As we continue to grow and evolve our company, it remains important as ever that we hold ourselves accountable to doing business the right way, according to standards that reflect our core values.

These standards make up our Code of Conduct, otherwise known as the [ViacomCBS Global Business Conduct Statement \(BCS\)](#). The BCS describes our shared expectations for appropriate professional behavior, and our ethical and legal responsibilities as employees. Beyond detailing our company policies, the BCS is a key resource to help us navigate any number of sensitive and complex situations that may arise at work. Copies of the BCS in multiple languages can be found [here](#), with an English-language version attached.

Our entire organization must adhere to the BCS, so to better familiarize yourself with its contents, we plan to launch mandatory online training starting in the new year for all employees. In the meantime, please take a moment to review the document, and contact our ViacomCBS Global Compliance team ([GlobalCompliance@viacomcbs.com](mailto:GlobalCompliance@viacomcbs.com)) with any questions.

Additionally, should you become aware of a possible ethics violation, we also ask that you please voice your concerns to either your manager, department head, HR Business Partner or any of ViacomCBS' Compliance Officers or lawyers.

For employees who would prefer to talk to someone outside their location or team, please contact OPENLINE at 855-833-5027 or [visit OPENLINE](#). Calls to OPENLINE can be made 24/7 and you may either choose to remain anonymous, or, if you're comfortable doing so, self-identify, as the Global Compliance team may want to follow up with you to gather more information, as needed. To that end, please know that reporting will be kept as confidential as possible and that we strongly prohibit any retaliation against those who do the right thing by speaking up.

Thank you for helping to make our ViacomCBS community better in all ways.

Best,  
Bob



# Global Business Conduct Statement

*Paramount*



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# Valuing diversity & inclusion

## How we do the right thing

Diversity, inclusion, equity and belonging are priorities for Paramount. We embrace global diversity in all its forms and champion an inclusive environment and a culture that values all perspectives and backgrounds.

## Why it matters

We are committed to making our company a place of inclusion that reflects, celebrates and elevates the diversity of our audiences. We are focused on creating an environment that supports all of our people, professionally and personally, to ensure that we can bring our best selves to work and drive creativity, innovation and results by connecting with the rich diversity of our employees, audiences and partners.

Further, contracting with diverse owned businesses as well as engaging Minority Business Enterprises and minority-owned financial institutions has a positive effect on our surrounding community. By engaging with these suppliers, we're helping to increase spend and consumption on the local level while enhancing the communities where our customers, consumers, and employees live and work. Moreover, when we utilize diverse suppliers it promotes competition in the supply chain and introduces us to new and innovative business solutions.

## Additional Resources

- [Office of Global Inclusion Resource Center](#)
- [Employee Resource Group\(s\) New Member Sign-up](#)
- [Paramount Diversity & Inclusion Programs](#)
- [Paramount Supplier Diversity Website](#)

**i** For more information about **Employee Resource Groups** or a **glossary of key terms**, [click here](#).



## What it looks like in our day-to-day work

- >** Promoting equal engagement of all employees.
- >** Ensuring that all employment decisions are based on individual merit and business needs, irrespective of race, religion or 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 any other personal characteristic protected by applicable law.
- >** Extending this commitment to every aspect of our business and operations, from the programming and movies we create to employee benefits, programs, hiring and development.
- >** Recognizing and respecting the value that diversity of people and ideas brings to the workplace, enabling us all to have a “place at the table” and realize our full potential.
- >** Having people in leadership positions hold themselves accountable for creating, developing, promoting and championing a diverse, multicultural workforce and supply chain and leading by example – all day, every day – in the way they behave and champion the principles of diversity and inclusion throughout Paramount.

# Valuing diversity & inclusion

## Frequently asked questions

### Q: What is diversity?

A: Diversity is the practice or quality of including or involving people from a range of different backgrounds, including but not limited to race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origin, religious commitments, age, (dis)ability status and political perspective.

### Q: What is inclusion?

A: Inclusion is the state of being respected, valued and supported.

### Q: What are Employee Resource Groups and how do I join?

A: Paramount Employee Resource Groups (ERGs) offer skills-building workshops, mentoring initiatives, business-focused panels, networking opportunities, community service projects and cultural/heritage month celebrations to further showcase Paramount's commitment in building a culture of inclusion and belonging. To get involved in any of the ERGs, complete the membership form [here](#) or send an email to [GlobalInclusion@Paramount.com](mailto:GlobalInclusion@Paramount.com).

### Q: What diversity and inclusion (D&I) Programs does Paramount have?

A: Paramount D&I Programs include the Nick Artist Program, Nick Writing Program, Paramount Showcase, Paramount Directing Initiative, Paramount Writers Mentoring Program, Viewfinder Emerging Directors Program, and the Paramount Supplier Diversity Program. Learn more about our D&I Programs [here](#).

### Q: What is Supplier Diversity?

A: Supplier Diversity Programs involve an organization's efforts to include diverse categories of suppliers in its sourcing process and active supply base.

### Q: What diverse categories are included in the Supplier Diversity Program?

A: To participate in Paramount's Supplier Diversity Program, suppliers must hold either a valid minority-owned, women-owned or lesbian, gay, bisexual, transgender-owned, disability-owned, veteran-owned business certification or be self-certified through one of Paramount's approved processes.



For more information about supporting diversity and inclusion contact **The Office of Global Inclusion**. For any concerns about potential violations of this policy, please contact your **Human Resources representative** or the **Employee Relations Team**.

# 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. Paramount also believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category.

## Why it matters

At Paramount, 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 have zero tolerance for a hostile work environment.

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 (in-person or virtual). 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.

## 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.
- Bullying or abusive conduct (regardless of whether the person is in a protected category) includes the 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. A single act may not constitute bullying unless it is especially severe and egregious.



**For more information, review our [Policy Against Harassment](#) or contact your [Human Resources representative](#) or the [Employee Relations Team](#).**

## What it looks like in our day-to-day work

- Being familiar with and adhering to **Paramount's Policy Against Harassment** and this Statement's guidance on Valuing Diversity & Inclusion.
- Never making inappropriate statements concerning a person's race, religion or 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.
- Conducting ourselves appropriately and remaining conscious 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, social media or other means).
- Adhering to Paramount's guidance on harassment whenever utilizing social media.
- Reporting instances of harassment to a manager or someone from your Human Resources, Employee Relations or Legal 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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**From:** SHViacomTraining@viacom.com  
**Sent:** Tuesday, December 14, 2021 10:03 AM  
**To:** Hurst, Jessica  
**Subject:** Preventing Sexual Harassment Training - Action Required by 01/04/2022



Hello Jessica Hurst

As part of our company's Non-Discrimination and Anti-Harassment Policy, all ViacomCBS employees must complete a required, annual training on preventing and addressing sexual harassment at work.

This year, in partnership with your HR Business Partner, the ViacomCBS Employment Law Team is again providing a virtual, interactive training. The online course takes approximately 90-120 minutes to complete, and is accessible on your computer and mobile devices.

**Your participation is mandatory.** You have **21 days** to complete the training, so we ask that you please do so within this timeframe. Additionally, if you are a people manager, please encourage your teams to participate as well.

**Instructions to access the training:**

- Click this link to access the training: [click here](#)
- From your 'To Do List', click on the course titled: **"Preventing Sexual Harassment (NY Edition)"**
- Those of you who are not connected to OKTA, can still access the training by clicking this link: <https://viacom-console.lrn.com>
- Enter your Employee ID 000045374 and password (if you don't remember your password, you can request a new one)

We've also provided [Answers to Frequently Asked Questions here](#). If you have issues accessing the training or have a question not addressed by our materials, please contact: [SHViacomTraining@viacom.com](mailto:SHViacomTraining@viacom.com).

Thank you for your help in supporting a harassment-free workplace at ViacomCBS.

ViacomCBS Employment Law Team



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**From:** Paramount Global Compliance e-Training <Mandatory\_eTraining@ViacomCBS.com>  
**Sent:** Wednesday, June 29, 2022 12:03 PM  
**To:** Hurst, Jessica  
**Subject:** Mandatory e-Training: Paramount's Global Business Conduct Statement



Hello Jessica Hurst,

As a Paramount Global employee, you have been assigned Paramount's Business Conduct Statement ("BCS") e-training course.

[Paramount's BCS](#) is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct.

**All employees of Paramount and our family of companies worldwide are required to complete this training.** Please complete the course within one month of this email - **07/29/2022.**

**To access the training:**

- Click this link to access the training: [Your BCS e-training](#)
- From your 'To Do List', click on the course titled: ***"The Paramount Business Conduct Statement (BCS) e-course: Standards & Expectations for All Employees."***
- If you are not connected to OKTA, you can still take the training by clicking this link: [click here](#).
  - Enter your Employee ID **45374** and password. If you don't remember your password or if you are a new employee logging in for the first time, you can request a new one.

**Additional Notes:**

1. The course will take approximately 40 minutes to complete.

2. Please note that even if you have previously taken the former course on the legacy Business Conduct Statement, this course is still mandatory.
3. If you experience any issues accessing the training, have any other questions, or would like additional information about this training, please email [Mandatory\\_eTraining@Paramount.com](mailto:Mandatory_eTraining@Paramount.com).
4. The training can be viewed on smartphones, tablets and other electronic devices.
5. This course is best viewed in the default window size at 100%. Resizing the window may alter the layout of your course.



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**From:** Office of Wendy McMahon  
**Sent:** Thursday, June 23, 2022 1:36 PM  
**To:** Hurst, Jessica; Charest, Wendy; Carvajal, Enrique; Teichmann, Jill K; Lapaix, Sonia; Zarco, Maria L; Wilkes, Jewel; Burt, Julia A; Folliard-Olson, Tyrone; Serrano, Maggie; Gutierrez, Alex G; Indart, Sandra; Marrero, Paul; Hanan, Marc; Cross, Chad; Vap, Nicole M; Birch, Jeffrey; Letize, Tracy; Bennett, Tim; Lancelin, Keisha R; Miller, David; Jackson, Lea-Anne; Frank, Dave L; Poor, Dean B; Keffer, Kim; Parquet-Taylor, Andrea; Calachino, Michelle M; Hayes, Ieshia; Hancock, Wendy; Walker, Renata L; Navratil, Ed J; Murchison, Mario; Estes, James; Casciato, Perry J; McHugh, Maura; Parsekian, Thomas D; Levine, Andrew S; McCarthy, Vincent; Pierce, Melanie; Eron, Chris; Garcia, Christopher J; Amodeo, Grace; Gross, Adam; Vizoukis, Nick; Mudge, Danielle; Rowe, Melissa S; Morris, Matthew; Greco, Alexandria; Lindenauer, Andrew; Arroyo, Trevor; Bergman, Eric; Flewelling, Matt W; Garrett, Leslie; Giele, Larry; Hershey, David; Passman, Laurie; Kaim, Joseph; Blackburn, Greg D; Stephens, Timothy; Calderhead, Ken S; Baynes, Mary; Fitzhugh, Bob; Williams, Paul J; Block, Nicole; Harbaugh, Todd; Karas, Mike; Spezialetti, Meghan; Tamburo, Jorgeann; Toma, Susan; Veon, Tina; Abramson, Rebecca; Cooper, Kash; Eich, Julie O; Ferrara, Christine M; Masucci, Peter E; Pabis, Paul A; Ruggeri, Chris P; Tatum, Brad; Conkling, Peter; Long, Kristin R; Lustig, Marc; Wilson, John M; Manzano, Wilfredo; Cavanaugh, Kerri; Kirkland, Monica; LaChapelle, Michelle; Larson, Carl; Sanchez, Marcelo; Burke, Sarah; Grossman, Lee; Hakim, Lisa; Isabella, Joseph; Paleski, Richard; Yee, Tony; Baltimore, Dennis; Bending, Gail; Maguire, Thomas; Robertson, Kenneth; Salter, Ena D; Breen, Robert; Burnham, Chris J; Damron, Ron; Harris, Jeff A; Mack, Cornelius R; Schneck, Tom; Kroger, Gary; Oelfke, Jodi; Patey, Kari A; Riley, Scott; Volkman, Kris; Wooldridge, Scott D; Barlow, Josh; Pirich, Ian; Collazo, Julio; Dello Stritto, Mike; Keller, Christine; Petersen, Otto; Stephens, Michael B; Whitman, Maureen A; Jeandheur, Jeff; Joyce, Dee; Lieberman, Deidra; Murray, William; Vora, Sonny; White, Lisa; Leeson, Richard; Davis, Chuck J; Montano, Michael G; Pytlowany, Paul W; Shaw, Dana S; Stewart, Mike T; Baich, John; Strain, Kristine M; Inman, Aaron J; Loya, Julia; Petersen, Mark; Sidener, Drew N; Torres, Elaine D  
**Cc:** Maloney, James; Bridewell, AnaLexicis  
**Subject:** Inclusive Leadership

Hello,

Over the last year, the CBS Senior Leadership Team has been collaborating to define what effective leadership means to us as we aspire to build a more inclusive culture. We've all attended a series of working sessions to design the leadership culture we aim to create across CBS.

We want CBS leaders to serve as “upstanders” during their daily interactions. Upstanders take action to advocate for others. We also aspire for CBS leaders to create an open environment where employees’ voices are valued and opposing ideas are welcome.

I am inviting you to participate in an upcoming inclusive leadership session. The News & Stations Leadership Team and I attended this highly engaging, action- and results-oriented session a couple of weeks ago and we committed as team to work on being upstanders during our interactions.

This started with the SLT and now must continue with you as CBS station leaders. Please make it a priority to attend and apply your learning in real-time. I will be there to kick off this session. I look forward to hearing from you about what you take away from this experience.

A calendar invite will be sent for June 29 from 12-2PM ET following this invitation.

Wendy

# Inclusive Meetings Playbook

Your Ultimate Guide to Designing  
Meetings with All in Mind

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**From:** SHParamountTraining@paramount.com <SHViacomTraining@viacom.com>  
**Sent:** Wednesday, September 14, 2022 10:03 AM  
**To:** Hurst, Jessica  
**Subject:** Preventing Sexual Harassment Training - Action Required by 10/05/2022



Hello Jessica Hurst

As part of our company's Non-Discrimination and Anti-Harassment Policy, all Paramount employees must complete a required training on preventing and addressing sexual harassment at work. We realize that you might have taken a prior Non-Discrimination and Anti-Harassment Policy training during late 2021 or in 2022. This course **MUST** be taken again by every employee of Paramount regardless of when you last completed training.

This year, in partnership with your HR Business Partner, the Paramount Employment Law Team is again providing a virtual, interactive training. The online course takes approximately 90-120 minutes to complete, and is accessible on your computer and mobile devices.

**Your participation is mandatory.** You have **21 days** to complete the training, so we ask that you please do so within this timeframe. Additionally, if you are a people manager, please encourage your teams to participate as well.

**Instructions to access the training:**

- Click this link to access the training: [click here](#)
- From your 'To Do List', click on the course titled: "**Preventing Sexual Harassment (NY Edition)**"
- Those of you who are not connected to OKTA, can still access the training by clicking this link: <https://viacom-console.lrn.com>
- Enter your Employee ID 45374 and password (if you don't remember your password, you can request a new one)

We've also provided [Answers to Frequently Asked Questions here](#). If you have issues accessing the training or have a question not addressed by our materials, please contact: [SHParamountTraining@paramount.com](mailto:SHParamountTraining@paramount.com).

Thank you for your help in supporting a harassment-free workplace at Paramount.

Paramount Employment Law Team



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**From:** Office of George Cheeks  
**Sent:** Monday, October 24, 2022 8:23 AM  
**Subject:** Inclusion Week Starts Today

The logo for the Office of George Cheeks, President and CEO of CBS. It features the text "OFFICE OF GEORGE CHEEKS PRESIDENT AND CEO, CBS" in white, bold, sans-serif font on a dark blue background. A light blue curved line is on the right side of the logo.

OFFICE OF  
**GEORGE CHEEKS**  
PRESIDENT AND CEO, CBS

Team – As you read in Bob’s note below, starting today, Paramount will hold our annual [Inclusion Week](#), which features over 80 sessions that tackle critical issues such as intersectionality and inclusion in the workplace, mental health, women empowerment, immigration, the upcoming midterm elections and individual rights.

The initiative will bring together employees globally, both virtually and in-person, for keynotes, panels, fireside chats and performances. Participating will be Bob, Marva Smalls, as well as other company leaders, external partners, talent and special guest speakers. The speaker roster includes Angela Bassett, Samuel L. Jackson, Spike Lee, David Oyelowo, Courtney B. Vance, Cedric the Entertainer, U.S. Congressman Joaquin Castro, Rev. Al Sharpton, NAACP President Derrick Johnson, National Urban League President & CEO Marc Morial, disability advocate Shira Ruderman and Ford Foundation President Darren Walker.

And then, on Monday, October 31, Paramount Global will be hosting its [Summit on Disability](#), bringing together talent and advocates to call for disability inclusion in entertainment.

I am grateful to the Office of Global Inclusion team for creating such a robust schedule of events and continuing our important conversations about inclusion across Paramount and beyond. Please take the time to participate in the sessions.

George

# INCLUSION IS PARAMOUNT



*Paramount*  
**INCLUSION**  
**OCT 24-28 WEEK**

Get excited about the global schedule and sign up for in-person and virtual talks, panels, workshops and special in-office experiences and giveaways.

**LEARN MORE & REGISTER**



**From:** Office of Bob Bakish <[OOFBB@paramount.com](mailto:OOFBB@paramount.com)>  
**Sent:** Friday, October 21, 2022 12:30 PM  
**Subject:** Inclusion Week Kicks Off on Monday

**OFFICE OF  
BOB BAKISH &  
MARVA SMALLS**

*Paramount*



Team,

As you know by now, Paramount Inclusion Week 2022 begins on Monday!

Our theme for this year, “Inclusion is Paramount,” couldn’t be more fitting, and this ethos will manifest all next week and beyond. This is a reaffirming moment for our entire global community as we celebrate our steadfast commitment to diversity, equity, inclusion and belonging.

We are thrilled that thousands of you have already signed up to attend the incredible customized programming we have in store, including two new anchor events that reflect our desire to be a catalyst for change across our industry:

- Our **Music Showcase** (Oct. 27), a partnership between the Office of Global Inclusion and our Music division that’s designed to provide mentorship and opportunities for individuals that have been historically underrepresented in the music industry; and
- The [Paramount Global Summit on Disability](#) (Oct. 31), a daylong event for employees that will bring attention to the need for more disability inclusion in media and entertainment both onscreen and off.

Now in its fifth year, Inclusion Week is in all our markets around the world, and we’re tapping into our global network to bring you inspiring speakers, company leaders and talent for keynotes, panels, trainings, music and dance performances and a host of other activations.

[Access the Inclusion Week registration site](#) to view and sign up for the 80+ in-person and virtual events that will be available live and on demand via Workplace.

Stay tuned for daily highlights and event reminders. Plus, share your favorite moments and learnings from the week on social, tagging

@ParamountCo and using the hashtag #InclusionIsParamount.

Together, let's make Inclusion Week 2022 a memorable and inspiring moment for all of Paramount as we listen to, learn from and support each other.

Best,

Bob and Marva



**From:** Office of Bob Bakish  
**Sent:** Wednesday, June 21, 2023 9:01 AM  
**Subject:** Introducing the Paramount People Leader Expectations



Team,

At the Spark session, [What it Means to be a Great People Leader at Paramount](#), we introduced the **Paramount People Leader Expectations** or “PLEs.”

**The PLEs are about supporting great leadership** – both providing clarity on what it means to be a great people leader at Paramount and supporting people leaders with on-demand tools to help them learn and grow in this incredibly important role. Here’s a [short 40-second video](#) on what they are and why this is important.

Also, the PLEs come at a perfect time when we’re asking every team across the company to lean into the power and impact of One Paramount. And, one of our culture imperatives in our [PDF Paramount Principles](#) is: **Develop Great People Leaders who build strong teams**. To begin, we first need to define what it means to be a great people leader at Paramount.

[Next Steps for People Leaders \(anyone with direct reports\)](#)

- ★ You will receive an email to take a **mandatory 15-minute training**. This is so you know what the PLEs are and the tools and resources to support you.
- ★ Later this week, **a goal will be added to your 2023 Goals form in SuccessFactors** for you to **identify one skill** in the PLEs that you want to invest in for your growth and development. During your mid-year check-in, talk with your manager about which skill you are going to develop.

## Learn More

Visit the [Murray PLE page](#). You'll find a variety of resources, including:

- ★ The PLEs in **multiple languages**. (Here's the  [English version](#).)
- ★ A Playbook which provides on-demand tools and guidance on **“the HOW”** for each of the PLEs.
- ★ An optional **socialization script and deck** for people leaders to use with their teams to discuss the PLEs.

## Hear From People Leaders

Our people leaders are already talking about the PLEs – check it out.

- ★ [Akintunde Johnson Bada](#), Nigeria Market & Country Manager, on the value of the PLEs.
- ★ [Lourdes Arocho](#), SVP Consumer Products, on leading culture.
- ★ [Alan Moreno](#), Director Strategy & Operations, on coach and care.

We encourage our people leaders to use the PLEs and supporting tools and resources to grow, develop, and strengthen their teams. If you have questions, please email [engagement@paramount.com](mailto:engagement@paramount.com).

Best,  
Bob & Nancy



**From:** Paramount People Leader Expectations <engagement@paramount.com>  
**Sent:** Wednesday, June 21, 2023 12:03 PM  
**To:** Hurst, Jessica  
**Subject:** People Leaders, Action Required: Please Complete the Mandatory Training by August 31.

External Email



# PEOPLE LEADER EXPECTATIONS

Hello Jessica,

As part of the company's decision to introduce People Leader Expectations, all Paramount People Leaders that have at least one direct report are required to complete the training below. It takes approximately 15 minutes to complete and is accessible on your computer and mobile devices.

**Your participation is mandatory.** Please complete this training course by **August 31, 2023**. Participation will be monitored, and reminders sent until completed.

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## Instructions to access the training:

Click [this link](#) to access the training. From your 'To Do List', click on the course titled: ***Introducing the Paramount People Leader Expectations***

If you have any questions, please reach out to [engagement@paramount.com](mailto:engagement@paramount.com).



## PARAMOUNT POLICIES



### Global Business Conduct Statement

Paramount's Global Business Conduct Statement (BCS) forms the backbone of our shared values and expectations for conduct in the workplace. Click through below to access a PDF copy of the BCS in English or in other languages.

[Paramount Global BCS](#) →

[Non-English Versions of the BCS](#) →



### Compliance Policies Protocols

For questions on Compliance policies, please contact [GlobalCompliance@Paramount.com](mailto:GlobalCompliance@Paramount.com)

[Compliance Documents](#) →

[Mandatory E-training courses](#) →



### How to Report a Concern

For queries regarding potential violations or concerns, reach out to OPENLINE, Paramount's helpline, available 24/7 via phone at (855) 833-5027 or online. You can choose to remain anonymous, but providing your identity helps us gather more detailed information for appropriate follow-up.

[Report Violation](#) →



### Paramount Global Workplace Policies

Paramount is committed to a workplace that is free of unlawful harassment, discrimination, and retaliation for protected activity.

[Non-Discrimination and Anti-Harassment Policy](#) →

[Sexual Harassment Complaint Form for NY Employees](#) →



## Overview

This Policy Guide works in concert with the [Business Conduct Statement \(BCS\)](#) and contains additional Paramount Global ("Paramount") policies, procedures and programs not addressed by the Business Conduct Statement (BCS) for full-time staff employees.

### How This Policy Guide and the BCS Work Together:

Paramount'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 Paramount - 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 Paramount 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 Paramount, you are expected to review and comply with the provisions of this document as well as any other policies promulgated by Paramount, including but not limited to the Paramount 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 Paramount Total Rewards Portal. Please refer to the 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 Paramount that alters these policies must be signed by the appropriate division management and approved by the Paramount Chief People Officer or General Counsel.

The policies contained in this Policy Guide apply to all Paramount 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 or unless required by law. In the event that Paramount 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 Paramount.

## SPEAKING UP AND NON-RETALIATION POLICY

Paramount'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 Paramount's business practices or policies are expected to report their complaints promptly.

Paramount's complaint procedures are set forth on page 8 herein as well as in the [Reporting Concerns](#) section of the BCS.

Paramount 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.

