

Amazon Policy: Anti-Harassment - Global

Last Revised: 12/06/2023

At Amazon, we are all owners. Creating a respectful work environment is all of our responsibility. Amazon does not allow any form of harassment.

Applicability

This is a global policy. It applies to all employees, visitors, and partners who are working on behalf of Amazon. It applies to all Amazon business lines and its subsidiaries.

Overview

Amazon complies with laws against harassing conduct. **We prohibit harassment** based on a variety of personal characteristics including but not limited to age, color, creed, disability, ethnicity, gender identity, national origin, maternity status, race, religion, sex, and sexual orientation.

You should always be professional and use good judgment. Be careful not to engage in behavior that could be interpreted as offensive or improper. **This policy applies in the workplace, in work-related settings including social events, and in virtual forums.**

Harassment

Harassment is behavior that offends, humiliates, or intimidates a person and is based on characteristics protected by law or Amazon's Equal Employment Opportunity policy. There are situations where a single comment or action is so severe it may be harassment. Harassment can take many forms. Not everything you dislike or feel is offensive is harassment. A common measure is whether the conduct creates an intimidating, hostile, or offensive work environment.

Some examples of harassment include:

- Insensitive or stereotypical comments about your race, gender, ethnicity, or other personal characteristic
- Sexist remarks
- Inappropriate jokes
- Unwanted touching
- Comments or actions that make you or others uncomfortable

Sexual harassment

Sexual harassment is unwelcome and offensive conduct of a sexual nature. Sexual harassment is behavior that offends, humiliates, or intimidates a person and is based on sex or gender. It does not matter whether the harasser is sexually or romantically interested in the person. Anyone can be the target of sexual harassment. This applies regardless of the gender of the harasser. Sexual harassment can take many forms.

Some examples of sexual harassment include:

- Unwanted touching or blocking movement
- Sexual comments or jokes
- Showing explicit pictures
- Making requests for sex or other acts of a sexual nature
- Pressuring someone into sexual favors
- Unwelcome flirting, stalking, or staring

We do not allow conduct of a sexual nature when (i) submission to or rejection of the conduct is a condition of employment or the basis for an employment decision affecting an applicant or employee, (ii) it creates an offensive or intimidating work environment, or (iii) it is so severe or pervasive that it unreasonably interferes with your work performance.

Reporting concerns

It is important for everyone to take a proactive role in developing a culture where misconduct is quickly addressed. Bystanders are those who witness inappropriate conduct. They can be advocates for those who might not feel comfortable speaking up for themselves. You have an important role as a bystander who can raise issues that you observe. If you believe that someone has violated this policy, you should report it.

If you are a manager and you become aware of any incidents of inappropriate behavior or harassment, you must report it. If you fail to report and address inappropriate conduct, you may be subject to corrective disciplinary action.

The ways to report a concern may depend on your work location or business line. You may report a concern in these ways:

- Notify PXT (human resources)

- Notify any member of management
- Contact the Anonymous Production Hotline

Amazon will investigate reports of harassment. We expect all employees to cooperate during an investigation. We will not tolerate retaliation against anyone who makes an honest complaint. We also will not tolerate retaliation against someone who cooperates with the investigation of a complaint. If you believe you are being treated negatively because you reported concerns of harassment, you should report it.

Failure to comply

Amazon may take corrective disciplinary action if you violate this policy. Unless disciplinary steps are set by law or a labor contract, Amazon will decide the level of discipline. Discipline may be up to and including termination of employment or services.

Policy: Anti-Harassment Supplements - US

Last Revised: 03/02/2024

This is a supplemental guidance document for [Amazon's Global Anti-Harassment Policy](#) (available while on the Amazon network).

Applicability

All employees, visitors, and partners who are working on behalf of Amazon in the US. It applies to all Amazon business lines and its subsidiaries.

California supplement

At Amazon, we believe that our associates should be treated with respect and dignity. Therefore, we will not tolerate inappropriate conduct, including discriminatory harassment, of any kind based on sex (including pregnancy, childbirth, lactation and related medical conditions), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religion, creed, color, national origin, citizenship, marital status (including registered domestic partnership status), age, sexual orientation, gender, gender identity or expression, military or veteran status, political ideology, ancestry, or the presence of any physical, sensory, or mental

disabilities, medical condition, genetic information, or any other legally protected status.

In addition to the Amazon's internal complaint procedure, you should also be aware that the federal Equal Employment Opportunity Commission (EEOC) investigates and, in appropriate cases, prosecutes complaints of harassment, discrimination, and retaliation in employment. Information about the EEOC complaint procedure can be found on its website (www.eeoc.gov), or by calling 1-800-669-4000 (English), or 1-800-669-6820 (TTY). In California, the Department of Fair Employment and Housing (DFEH) provides the same services as the EEOC. Information about the DFEH can be found on its website (www.dfeh.ca.gov), or by calling 1-800-884-1684 (English), or 1-800-700-2320 (TTY).

In compliance with California law, Amazon provides all California-based employees with the Department of Fair Employment and Housing (DFEH) brochure on sexual harassment, DFEH-185. If another copy is needed, please contact your PXT (Human Resources). The form may also be accessed online, in both English and Spanish at www.dfeh.ca.gov.

Amazon will make translated versions of this supplement available. Please direct any translation requests to your PXT.

Oregon supplement – Workplace Fairness

Amazon is committed to providing a safe and respectful work environment for everyone that is free from all forms of discrimination and harassment, whether based on sex, race, color, religion, sexual orientation, gender, gender stereotypes, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, or any other characteristic covered by Amazon's Equal Employment Opportunity Policy. We are committed to treating all incidents of discrimination and harassment seriously. We will promptly investigate all reports. Anyone who violates the policy will face discipline, up to and including termination of employment.

This supplemental guidance document is consistent with federal, state, and local laws prohibiting discrimination or harassment. It should be read in conjunction with [Policy: Equal Employment Opportunity - AMER](#), [Policy: Anti-Harassment -](#)

[Global](#) and [Owner's Manual and Guide to Employment](#) (available while on the Amazon network).

Nondisclosure or non-disparagement agreements

A nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault. A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

Amazon will not require an employee to enter any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time limitations

Nothing in this supplement precludes any person from filing a formal grievance in accordance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

New York supplement - Sexual Harassment Information Sheet

Harassment, including sexual harassment, is a form of employee misconduct. It is unlawful to retaliate against an employee for filing a complaint of sexual

harassment or for cooperating in an investigation of a complaint for sexual harassment.

Amazon strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position, so that an effective, impartial, and thorough investigation can be conducted promptly and discreetly. This way effective remedial action can be taken when appropriate.

Complaints will be accepted verbally or in writing. One option for reporting discrimination, harassment, or retaliation is to complete the [Discrimination/Harassment/Retaliation Complaint Form](#) (available while on the Amazon network) and provide it to your PXT (Human Resources). You are not required to use this form to file a complaint. However, you should read and be aware of Amazon's procedures regarding responding to inappropriate conduct or possible incidents of harassment, outlined in Amazon's Global Anti-Harassment Policy, whether or not you choose to use this form.

Amazon will promptly investigate any reports of workplace harassment or inappropriate conduct and will enforce appropriate disciplinary action where necessary.

Sexual harassment can violate federal law (Title VII of the Civil Rights Act of 1964), state law (the New York State Human Rights Law), and applicable local laws (including the New York City Human Rights Law). In addition to Amazon's internal reporting methods, employees who believe that they have been subjected to sexual harassment have the right to file charges of sexual harassment with the government agencies listed below:

- Federal, state, or local agencies, including the United States Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights (DHR) at (718) 741-8400 or www.dhr.ny.gov, or the New York City Commission on Human Rights at (212) 306-7450 or <https://nyc.gov/>
- A claim in an appropriate court.

New York State has also established a toll-free, confidential hotline, 1-800-HARASS-3, to aid callers with concerns of workplace sexual harassment.

Depending on the circumstances, remedies for victims of sexual harassment under federal, state, and local law may include a requirement that your employer

take action to stop the harassment, or redress the damage caused, including paying monetary damages and attorney's fees.

Supplements: Maine, Massachusetts, Rhode Island, Illinois, Chicago Illinois, Vermont, Washington, D.C.

Sexual harassment in the workplace is unlawful in Maine, Massachusetts, Rhode Island, Illinois, Chicago Illinois, Vermont, Washington D.C.. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment.

Maine

The Maine Human Rights Commission enforces the laws prohibiting sexual harassment. Employees who feel they have been discriminated against may contact:

Main Human Rights Commission

51 State House Station

Augusta, Maine 04333-0051

Phone: (207) 624-6290

Fax: (207) 624-8729

TTY: Maine Relay 711

www.maine.gov/mhrc(Opens in a new tab)

Massachusetts

The [Massachusetts Commission Against Discrimination](http://www.mass.gov/orgs/massachusetts-commission-against-discrimination)

<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination> and the [Equal Employment Opportunity Commission \(EEOC\)](http://www.eeoc.gov) enforce the laws forbidding sexual harassment.

<https://www.eeoc.gov/field-office/boston/location>

Rhode Island

The Rhode Island Commission for Human Rights (RICHR) and the Equal Employment Opportunity Commission (EEOC) enforce the laws forbidding sexual harassment.

Rhode Island Commission for Human Rights

180 Westminster Street, 3rd Floor

Providence, RI 02903

Phone: (401) 222-2661

Fax: (401) 222-2616

TTY (Relay RI): (401) 222-2664

www.richr.ri.gov(Opens in a new tab)

Equal Employment Opportunity Commission

Boston Area Office

JFK Federal Building

15 New Sudbury Street, Room 475

Boston, MA 02203-0506

Phone: 1-800-669-4000

Fax: 617-565-3196

TTY for Deaf/Hard of Hearing callers only: 1-800-669-6820

ASL Video Phone for Deaf/Hard of Hearing callers only: 1-844-234-5122

info@eEOC.gov(Opens in a new tab)

Illinois

Employees have the right to be free from sexual harassment in the workplace. To report discrimination, you may:

- Contact your employer's human resources or personnel department.
- Contact the Illinois Department of Human Rights (IDHR) to file a charge.
- Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Illinois Department of Human Rights:

Chicago:

James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:

535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

dhr.illinois.gov(Opens in a new tab)

IDHR.Intake@illinois.gov(Opens in a new tab)

Chicago, Illinois

All Chicago employees must undergo at least 1 hour of sexual harassment prevention training annually. Supervisors and managers must undergo at least 2 hours of sexual harassment prevention training annually. In addition, all employees must undergo at least 1 hour of bystander training annually.

In addition to Amazon's internal reporting methods, employees have the right to file charges of sexual harassment with the government agencies listed below.

Chicago Commission on Human Relations

740 N. Sedgwick, 4th Floor

Chicago, IL 60654

312-744-4111

cchrfilings@cityofchicago.org(Opens in a new tab)

U.S. Equal Employment Opportunity Commission (EEOC)

Chicago District Office

230 South Dearborn St., Suite 1866

Chicago, Illinois 60604

321-872-9744

866-740-3953 (TTY)

<https://publicportal.eeoc.gov/Portal/Login.aspx>(Opens in a new tab)

Illinois Department of Human Rights

555 W. Monroe Street, Suite 700

Chicago, IL 60601

312-814-6200

312-740-3953 (TTY)

Vermont

In addition to Amazon's internal reporting methods, employees have the right to file charges of sexual harassment with the government agencies listed below.

Vermont Attorney General's Office, Civil Rights Unit

109 State Street, Montpelier, VT 05609

ago.civilrights@vermont.gov(Opens in a new tab)

(888)745-9195 (Toll Free VT) or (802)828-3657 (voice/TDD)

Equal Employment Opportunity Commission

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

<https://www.eeoc.gov/employees/charge.cfm>(Opens in a new tab)

1-800-669-4000 (voice), 1-800-669-6820 (TDD)

Washington, D.C.

Employees in Washington, D.C. may file a sexual harassment complaint with the District of Columbia Office of Human Resources (OHR) within one year of the incident by completing a questionnaire and submitted it to OHR at <https://ohr.dc.gov/service/file-discrimination-complaint>(Opens in a new tab). Questions about the OHR process can also be answered by phone at (202) 727-4559.