



## **Discrimination, Harassment & Retaliation**

### **Our Commitment**

**No Discrimination:** We are committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, citizenship, national origin, marital or veteran status, disability, age, sexual orientation, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

**No Harassment:** We are also committed to providing a work environment free of harassment based on any protected statuses. We will not tolerate harassment of our employees by anyone -- supervisors, co-workers, customers, contractors or vendors.

We strive to maintain a working environment free from all forms of unlawful harassment. Any words, actions, conduct or behavior which creates an intimidating, hostile or offensive work environment are prohibited. Offensive remarks, comments, jokes or gestures (whether verbal, written words, objects or images) will not be tolerated between individuals in the workplace. This means, as examples:

- no sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling or cat-calling; staring or leering; pinching, patting, inappropriate touching, unwelcome hugging or kissing; etc.; or other conduct that might create or contribute to a hostile or offensive working atmosphere.
- no ethnic or racial "jokes"; religious slurs; use of offensive "slang" or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one's speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

**No Retaliation:** The Company strictly prohibits retaliation or reprisal for reporting alleged harassment, discrimination or retaliation, or for providing information or cooperating in any investigation of alleged harassment, discrimination or retaliation. Retaliation is itself a violation of this policy.

**This Policy applies to everyone:** No executive, manager or employee of the Company, regardless of position, has the authority to engage in any type of conduct or behavior which violates this policy or to condition any term, condition or privilege of employment on submission to any sexual conduct or behavior.

### **Reporting Harassment, Discrimination or Retaliation**

If you believe you may have been harassed or discriminated against by a Company employee, vendor, customer, consultant or contractor, or if you have observed such conduct in the workplace, you should report the occurrence.

Issues should be reported as follows:

Report the incident to your supervisor, the next level of management, a Human Resources representative or to another member of management with whom you are comfortable. If your supervisor or a higher level management employee is the person engaging in the offending behavior, you should report the matter to another member of management, a [Human Resources representative](#), or the CenturyLink Integrity Helpline at 1-888-788-5769.

After the incident is reported, the Company will initiate an impartial, prompt and thorough investigation. To the extent possible, the Company will protect the confidentiality of complaints, information gathered during the investigation and the identity of persons making reports and providing information.

After appropriate investigation, any employee who is found to have engaged in any harassment, discrimination or retaliation in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination.

***All supervisory employees at all levels are required to report possible violations of this policy*** to the assigned Human Resources Manager, their supervisor and/or the Integrity Helpline.