



policy prohibiting discrimination and harassment memorandum

To: All U.S.-Based Employees and Applicants
From: Rhonda Morris
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Chevron is committed to an inclusive work environment that is free from discrimination. In keeping with this commitment, Chevron strictly prohibits all forms of discrimination, including harassment, based on race, color, religion, sex (including gender identity, gender expression and pregnancy), national origin or ancestry, age, mental or physical disability (including medical condition), military or veteran status, political preference, sexual orientation, marital status, citizenship, genetic information or other status protected by law or regulation. This prohibited conduct, whether by co-workers, supervisors, managers, or third-parties, will not be tolerated at Chevron. Employees found to have violated Chevron's non-discrimination policies will be subject to disciplinary action, up to and including discharge.

sexual harassment

Sexual harassment is an unlawful form of discrimination based on sex. It includes unwelcome sexual advances or requests for sexual favors where (1) submission to such conduct is an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is a basis for employment decisions; or (3) such conduct interferes with work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment may be perpetrated by members of the same sex, and is not limited to conduct based on sexual desire.

Sexual harassment can take many forms, including verbal, visual and physical. The following are a few examples of harassing activities:

- Verbal conduct or abuse such as epithets, slurs, offensive jokes, name calling or bullying; derogatory, suggestive or unwanted comments or statements describing an individual; remarks about sexual activities; or suggestive or obscene letters, notes or invitations.
- Visual conduct such as displaying or distributing objectionable items, offensive cartoons, photographs, electronic images, calendars, posters or similar written or graphic items at company facilities or using company equipment; leering; or making sexual gestures.
- Physical conduct such as assault, inappropriate touching, impeding or blocking movements, brushing against the body or other inappropriate physical contact directed at an individual.
- Sexual conduct such as unwanted sexual advances or innuendoes; offering employment benefits or preferential treatment in exchange for sexual favors; direct or indirect pressure for sexual activity; or actual or threatened retaliation for turning down sexual advances.

Harassment on the basis of protected characteristics other than sex is also strictly prohibited.

chevron's complaint procedure

Chevron has developed procedures for handling complaints. If you are aware of or feel you have been subjected to discrimination, please immediately report your concerns to your direct supervisor (or if you are uncomfortable with doing so, the next level of management), manager, Human Resources business partner, or by calling the Chevron toll-free, 24-hour hotline at 1-800-284-3015. Complaints will be handled confidentially to the extent possible. Complaints will be promptly and effectively investigated, with prompt and effective corrective action for substantiated allegations.

outside agencies

Outside agencies, such as the Equal Employment Opportunity Commission (EEOC) and state agencies, generally request that a company's internal complaint procedures be followed first to hopefully resolve disputes. The EEOC can be contacted at 1-800-669-4000 (<http://www.eeoc.gov>). If you live in California, you can contact the EEOC or the California Department of Fair Employment and Housing (DFEH) at 1-800-884-1684 (www.dfeh.ca.gov). Unresolved complaints of discrimination for California residents may be filed with the DFEH within one year of the alleged occurrence. Remedies for substantiated claims can include, among other things, fines or damages, hiring or reinstatement, back pay or promotion, or changes in the policies or practices. Damage awards may also be assessed against individual employees found liable for harassment.

retaliation prohibited

No employee can be subjected to retaliation as a result of filing a discrimination complaint or participating in a discrimination investigation, proceeding, or hearing conducted by the company, the Equal Employment Opportunity Commission (EEOC), or a state agency. Retaliation under these circumstances is also a clear violation of company policy.