



# equal employment opportunity

To: All U.S.-Based Employees and Applicants  
From: Michelle Green, Vice President and Chief Human Resources Officer  
Date: February 2025  
Re: Equal employment opportunity

Chevron is proud to be an equal employment opportunity employer. In keeping with this commitment, Chevron strictly prohibits all forms of discrimination, including harassment, based on race, color, religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity, gender expression, national origin or ancestry, age, mental or physical disability (including medical condition), military or veteran status, political preference, marital status, citizenship, genetic information or other status protected by law. This prohibited conduct, whether by co-workers, supervisors, managers, or third parties, will not be tolerated at Chevron.

Chevron's commitment to equal employment opportunity extends to all facets of employment. This includes recruiting, selection, training and promotion, reasonable accommodation on the basis of disability and religion, and making selections based on valid job requirements. Chevron also maintains affirmative action programs for individuals with disabilities and protected veterans to address potential barriers to equal employment opportunity in accordance with federal regulations. All departments are responsible for the implementation, auditing and reporting of their respective affirmative action programs. Chevron's Vice President and Chief Human Resources Officer, with delegation to the HR Policy & Employment Compliance Counselor, will provide specialized support and oversight.

## harassment

As noted above, harassment based on protected characteristics is strictly prohibited.

One form of harassment is sexual harassment, which 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.

### **chevron's complaint procedure**

If you are aware of or feel you have been subjected to discrimination or harassment, please immediately report your concerns to your direct supervisor (or if you are uncomfortable with doing so, the next level of management), 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.

### **retaliation prohibited**

Chevron strictly prohibits retaliation (including harassment, intimidation, threats, coercion, or discrimination) for making an internal or external complaint; assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to laws requiring equal employment opportunity; or opposing any act or practice made unlawful by laws requiring equal employment opportunity.