



# prohibition of discrimination and harassment

To: All U.S.-Based Employees and Applicants  
From: Rhonda Morris, Vice President and Chief Human Resources Officer  
Date: April 2023  
Re: Chevron's commitment to prohibit discrimination and harassment

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, religious creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, ancestry, age, mental or physical disability, medical condition, military or veteran status, political preference, marital status, genetic information, and other characteristics described in [HR Policy 420](#) or applicable law. 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, gender identity, gender expression, or sexual orientation. It includes unwelcome sexual advances or requests for sexual favors where (1) submission to such conduct is an explicit or implicit condition of employment; or (2) such conduct interferes with work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment may be perpetrated by members of any sex, sexual orientation or gender identity 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 abuse such as epithets, slurs, offensive jokes, name calling or bullying; derogatory, suggestive or unwanted comments; remarks about sexual activities; refusal to use preferred names or pronouns; 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**

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 also contact the California Civil Rights Department (CRD) at 1-800-884-1684 ([www.calcivilrights.ca.gov/complaintprocess](http://www.calcivilrights.ca.gov/complaintprocess)). Other states have similar state agencies. Remedies for substantiated claims can include, backpay, damages, hiring or reinstatement, promotion, or changes in policies, as well as personal liability for the harasser. CRD provides online sexual harassment prevention training at: <https://calcivilrights.ca.gov/shpt/>. Chevron-provided training is available at: [Workday Learning](#). Search for "Anti-Harassment" and select the training based on your role.

## **retaliation prohibited**

No employee or applicant 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.