

***Human Resource Policy - 0600 (Standard of Conduct & Employee Discipline)*****HR - 0607 HARASSMENT PREVENTION POLICY****I. PURPOSE**

Samsung SDS America, Inc.'s ("SDSA") goal is to provide a workplace free of all forms of harassment, including sexual harassment.

II. SCOPE

This policy both protects and applies to the conduct of employees, contractors, and other personnel of SDSA, as well as job applicants, volunteers, interns, vendors, customers, or any third party.

II. DEFINITIONS

Harassment under this policy should be understood to include disrespectful or unprofessional conduct based on any protected characteristic, including but not limited to age, ancestry, color, religion, physical or mental disability, marital status, medical condition, military or veteran status, national origin, race, sex, pregnancy, gender, gender expression, gender identity or sexual orientation. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), graphic (such as offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (such as physically threatening another person, blocking someone's way, etc.). Such conduct maybe unlawful under state and federal law and violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment, may include all of the above actions, as well as other unwelcome sex-based conduct (even if not motivated by sexual desire), such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexual harassment includes gender-based harassment and harassment based on pregnancy, childbirth, or related medical conditions.

Prohibited Conduct

Examples of conduct that violates this policy include:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoon or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations



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- Physical conduct: touching, assault, impeding or blocking movements

All such conduct is unacceptable in the workplace and in any work-related settings, such as business trips and business-related social functions, regardless of who is engaging in the conduct.

III. POLICY

SDSA does not tolerate harassment of our employees, job applicants, contractors, volunteers, or interns by a supervisor or manager, another employee, intern, vendor, customer, or any third party. Any form of harassment on the basis of race, religion or religious creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, marital status, medical condition, physical or mental disability, military or veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, gender, gender expression or gender identity or any other classification protected by federal, state, or local laws, regulations, or ordinances is a violation of this policy and will be treated as a disciplinary matter. **We have zero tolerance for harassment and are committed to a workplace free of any harassment.**

Upon joining the company, employees are required to sign an acknowledgment that they have received a copy of the SDSA Harassment Prevention Policy and the legally required pamphlet "Sexual Harassment Hurts Everyone." The pamphlet is also posted on the company bulletin boards. All CA based employees are also required to receive the California Department of Fair Housing and Employment (DFEH) Form 185 upon joining the company.

Every reported complaint of harassment will be investigated thoroughly, promptly, and fairly, and with as much confidentiality as possible under the circumstances. If Human Resources contacts an individual during the course of an investigation, SDSA encourages and expects the employee to participate.

SDSA prohibits retaliation against any employee for making a complaint or cooperating in an investigation. The company will not tolerate or permit retaliation by management, employees, co-workers, or non-employees for filing a complaint of harassment or for cooperating in a related investigation.

Employer Training Requirement:

California law requires that employers in California provide two hours of training on the prevention of sexual harassment every two years to all supervisory employees located in California. SDSA provides this training to supervisors outside of California as well. All new supervisors at any SDSA location are required to complete training within six months of joining the company or receiving a promotion to a supervisory or managerial role.



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IV. PROCEDURE

How to report an Incident

Any incident of harassment will be taken seriously and should be reported promptly.

1. When possible, provided the employee feels comfortable in so doing, he/she should confront the person responsible for the harassment directly and tell him/her to stop the offending behavior immediately.
2. Provide a written or oral complaint to your own manager or next higher level of management or to the Human Resources representative as soon as possible after the incident. Please include all details on the incident(s), names of individuals involved, and the names of any witnesses. Employees are encouraged to use the Harassment Reporting Form which is available on the SDSA intranet or from Human Resources.
3. SDSA emphasizes that you are not required to complain to your immediate supervisor or manager if you feel uncomfortable doing so.
4. Supervisors are required to report all harassment complaints to the Human Resources department immediately following notification. In addition, if supervisors witness an incident of harassment, they are required to report the incident to Human Resources.
5. SDSA will undertake an effective, fair, timely and thorough investigation of the harassment allegations that provides all parties appropriate due process. The investigation will be conducted by qualified, impartial personnel and will reach reasonable conclusions based on the evidence collected. To the extent possible, SDSA will endeavor to keep the reporting employee's concerns confidential.
6. All employees are expected to fully cooperate with SDSA-initiated investigations. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.
7. Retaliation is prohibited against individuals making a complaint under this policy or participating in an investigation.
8. If the company determines that harassment or other misconduct in violation of this policy has occurred, it will take timely and effective corrective action in accordance with the circumstances. Any employee the company determines to be a participant in or to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

This policy was last revised on July 1, 2020. The company reserves the right to suspend, modify or withdraw this Policy from time to time as the need arises or in accordance with changes in state and federal laws.