

BLUIP ANTI-HARASSMENT POLICY

I. POLICY STATEMENT

BluIP is committed to providing a working environment which encourages mutual respect and promotes congenial relationships free from all forms of harassment. BluIP does not discriminate against or allow harassment of any employee based on the employee's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other basis prohibited by law, or based on an employee's protected activity under the anti-discrimination statutes. BluIP will not tolerate discrimination or harassment in any form. This prohibition covers any discrimination, harassment, bullying or retaliation in the workplace (real life and in virtual realities) and work-related social and learning events, office parties, off-sites, client entertainment events, including online or through other means of communication regardless of whether the discrimination or harassment is committed by a supervisor, officer, co-worker or nonemployee, such as a vendor, consultant, or employee or officer of an affiliate, or invitee to a BluIP-sponsored activity, event or meeting.

Because the intent of this Anti-Harassment Policy (Policy) is to deter conduct that is unwanted, unreasonable, and demeaning, BluIP may consider an individual's conduct to be in violation of this Policy even if it falls short of unlawful acts under applicable law. When determining whether conduct violates this Policy, BluIP considers whether a reasonable person could conclude that the conduct created an intimidating, hostile, degrading, or demeaning environment.

II. DEFINITIONS AND PROHIBITIONS

A. DISCRIMINATION.

It is discrimination and a violation of this Policy for an employer to base any decision regarding the terms or conditions of employment on an employee's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other characteristic protected by law.

B. HARASSMENT.

Harassment under this Policy consists of any conduct that creates a disrespectful, intimidating, hostile, degrading, humiliating, or offensive environment for an individual. Engaging in such conduct is a violation of this Policy.

Harassment includes unwelcome verbal, visual or physical conduct that is based on another person's race, ethnicity, religion, religious creed (or beliefs), color, sex, age, national origin, genetic information or characteristics (including those of a family member), political views,



sexual orientation, disability, gender identity or expression, ancestry, pregnancy, breastfeeding, social actions, status as a victim of domestic violence, sexual assault or stalking,

economic, health or legal status (including migratory situation) or any characteristic protected by law. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to sex, race, ethnicity, age, disability or other protected categories. Harassment also may include written or non-verbal behavior such as staring, leering, or gesture, intentionally excluding someone from normal workplace conversations and making them feel unwelcome.

Harassment includes indirect actions, such as innuendos or veiled threats ridiculing or demeaning comments, derogatory or insensitive jokes, pranks, or comments, symbols of hate directed at race, religion or other protected categories, and written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email, text, direct messages, chats placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises; or circulated in the workplace, workplace publications or other communications. The term "harassment" may also include conduct of employees, supervisors, vendors and/or customers who engage in verbal or physical behavior which has the potential for humiliating or embarrassing an employee of BluIP.

Unwelcome conduct can constitute harassment if:

- it has the purpose or effect of unreasonably interfering with an individual's work performance;
- it creates an intimidating, hostile or offensive working environment; or
- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, employment-related benefit or to avoid some other loss.

"I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment. Nor is being under the influence of alcohol or other substances.

C. SEXUAL HARASSMENT

- Sexual Harassment can involve unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. It can involve conduct by a person of any gender(s) toward a person of the same or other gender(s). The following is only a partial list of sexually harassing conduct:
 - explicit sexual propositions
 - offering employment benefits in exchange for sexual favors
 - making threats or retaliating after a negative response to sexual advances
 - sexual innuendo or sexually suggestive or sexually degrading comments about a person's body, sex life, sexual prowess or sexual deficiencies
 - sexually oriented or suggestive jokes, derogatory comments, epithets, slurs or catcalls
 - obscene, pornographic suggestive or offensive language, drawings, letters, notes or invitations (in any medium or media, including electronically)



- physical contact such as touching or impeding movements
 - conduct such as leering or making sexual gestures
 - displaying or distributing obscene, pornographic, offensive or other sexually suggestive objects, videos, photographs, pictures, cartoons, posters or other drawings (by any medium or media, including electronically, or viewed or shared on a work computer or other device)
 - sexual content in text, chat or private messages
- Unwelcome sexual conduct can constitute harassment if:
 - it has the purpose or effect of unreasonably interfering with an individual's work performance;
 - it creates an intimidating, hostile or offensive working environment;
 - submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - submission to or rejection of the conduct by an individual is used as the basis for tangible employment actions taken toward them.

D. BULLYING

Bullying includes an abuse of power which is intended to undermine, exclude, humiliate, or demean an individual covered by this Policy, whether or not it is based on a protected category.

BluIP does not tolerate bullying. Bullying may include abusive conduct, or other intimidating, aggressive, offensive, malicious or insulting behavior. If an individual is found to be bullying their colleagues, BluIP will take appropriate action to stop the behavior.

E. RETALIATION

Retaliation is when someone penalizes another person for any of the following:

- reporting what they believe in good faith to be harassment, discrimination and/or a violation of this Policy;
- expressing an intent to report what they believe in good faith to be harassment, discrimination and/or a violation of this Policy;
- assisting another employee in an effort to report harassment, discrimination and/or a violation of this Policy;
- participating in any investigation under this Policy; or
- opposing conduct that they believe in good faith to be harassment, discrimination and/or a violation of this Policy.

We recognize that employees may find it difficult to raise complaints about harassment, discrimination, bullying and/or other violations of this Policy, so we have a policy meant to encourage employees to come forward with their concerns without fear of retaliation.

It is against BluIP policy (and may be unlawful) for any employee to retaliate against another for their participation in the complaint process or opposition to harassment discrimination, bullying or retaliation.



This above lists of examples of discrimination and harassment (including sexual harassment) is not exhaustive, and there may be other behaviors that constitute violations of this Policy

Retaliating against BluIP personnel who made a complaint or otherwise participates in the investigation process or opposes harassment or discrimination is grounds for discipline, up to and including termination.

III. COMPLAINT AND INVESTIGATION

As a means of ensuring a workplace that is free from discrimination and harassment, BluIP has established a procedure for the handling of discrimination, harassment, bullying or retaliation complaints. This procedure is intended to supplement—not to replace or supersede—the other procedures available to employees under any applicable collective bargaining agreement, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act, or any other applicable federal, state or municipal fair-employment-practices laws, or otherwise.

Any employee who believes they have been harassed, discriminated, bullied or retaliated against or has witnessed or heard about a potential violation of this Policy, should report the conduct so that BluIP can take steps to remedy any violations of the Policy.

If you suspect harassment, discrimination, bullying, or retaliation has occurred, you are encouraged (and managers are required) to promptly provide a written or oral complaint to any of the following:

- Your supervisor, or any supervisor, manager or officer of BluIP. If the person accused of discrimination or harassment is your supervisor or manager, you may submit your complaint to another BluIP supervisor, manager or officer to handle the complaint;
- a TriNet representative or other Human Resources partner; or
- BluIP General Counsel.

You are not required to complain directly to the offending individual. It is the responsibility of any manager, supervisor or officer who receives a complaint or believes a violation has occurred to inform the appropriate manager, supervisor or officer of the allegations so that a prompt investigation may be conducted.

When possible, a complaint should include details of the incident or incidents, names of individuals involved, and names of any witnesses BluIP strongly encourages you to come forward with a complaint at the earliest possible point. You should not wait to report harassment until it becomes severe and pervasive. BluIP is committed to stopping discrimination and



harassment even if the conduct has not risen to the level of a violation of law. You are not required to complain directly to the offending individual. Efforts will be made to investigate and resolve complaints promptly, thoroughly, and impartially. If an individual is determined to have engaged in discrimination or harassment, appropriate corrective action will be taken promptly, and appropriate sanctions will be imposed, up to and including termination.

BluIP personnel must cooperate, be respectful, and provide truthful information in an investigation.

All persons to whom a complaint is made or who learn of a complaint as part of a BluIP investigation must do everything reasonably possible to keep the complaint confidential in order to preserve the integrity of the investigation, to protect the privacy of BluIP personnel who have brought complaints or are accused of misconduct and to ensure fairness to all other involved.

BluIP will keep all complaints confidential to the extent possible while still fulfilling its obligation to investigate and end any harassing conduct. Nothing in this Policy, however, is to be construed as a guarantee of absolute confidentiality or intended to curtail employee rights under the law to discuss work-related matters. Disclosure of information learned through the complaint process and the investigation will be limited to disclosures that are necessary for BluIP to fulfill its legal obligations to investigate and take prompt action to end harassment.

Managers and Supervisors

If you are a BluIP manager, supervisor or director and have received a complaint under this Policy, ***or learn of, information that suggests this Policy may have been violated***, you are required to promptly (ideally, within 24 hours) report any violation or suspected violation of this Policy. ***Managers, supervisors and directors who receive a complaint or learn of Policy violations, will be subject to discipline for failing to timely report or otherwise follow this policy.*** Such discipline may include termination.

If you have questions about this Policy, please contact your manager, TriNet or the BluIP General Counsel.

SPECIFIC GEO GUIDANCE

The US and many states have options for addressing discrimination. We have listed a few options below. Please check your state's and city's options by searching online or contacting your state's offices.

United States



The Federal Equal Employment Opportunity Commission (EEOC) investigates and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.eeoc.gov.

California, Nevada and New York

- California-based employees: To learn more about sexual harassment and complaint options, see the California Department of Fair Employment and Housing's information sheet.
- Nevada-based employees-For more information on sexual harassment redress go to: <https://hr.nv.gov/Resources/Publications/HR123/Diversity/sexualharass/> or call: (702) 486-7161 or (775) 823-6690; for more information on discrimination redress, go to: <https://detr.nv.gov/NERC>
- New York-based employees: to learn more about discriminatory redress options contact the New York State Division of Human Rights (DHR) and/or the New York City Commission on Human Rights.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint.

Contact the main office of the New York City Commission on Human Rights at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www1.nyc.gov/site/cchr/index.page.