

Anti-Harassment Policy

Policy Statement

At ADI, we are committed to driving a culture of inclusion that values and leverages each employee's uniqueness and perspectives. We expect that managers and employees alike maintain a respectful work environment that is free from harassment and discrimination, and we strive to provide a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices.

Harassment is Prohibited

ADI prohibits sexual harassment and harassment against any of its employees based on race, color, religion, pregnancy (including lactation, childbirth or related medical conditions) and or parental status, sex, sexual orientation, gender, gender identity or expression, marital status, age (40 and over), national origin or ancestry, social or ethnic origin, physical or mental disability, medical condition, genetic information (including testing and characteristics), union membership, political affiliation, military or veteran status, uniformed service member status or any other status protected by federal, state or local law.

ADI's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers or vendors.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances (including repeated and unwelcome requests for dates);
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

Other Types of Harassment

Harassment includes wide range of behaviors relating to an individual's protected status that is of an offensive nature, such as intimidation, direct insults, malicious gossip, victimization and any other behavior that demeans, humiliates or embarrasses a person. When these behaviors become repetitive, it may be defined as bullying. Harassing behavior includes, but is not limited to:

- **Verbal conduct:** taunts, jokes, threats, epithets, derogatory comments or slurs based on an individual's protected status;
- **Visual and/or written conduct:** derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status;
- **Physical conduct:** assault, unwanted touching or blocking normal movement because of an individual's protected status.

Protection Against Retaliation

Retaliation is prohibited against any person, by another employee or by ADI, for using ADI's complaint procedure, reporting harassment, objecting to such conduct, or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by ADI or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Manager's Responsibility

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to the designated compliance resources so they may be investigated and resolved in timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

Complaint Procedure

ADI encourages any employee, job applicant or contractor who believes they have been harassed, have witnessed harassment, or who believes they have been retaliated against, to report all incidents of harassment and/or retaliation regardless of the identity of the offender. ADI also encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome if they are comfortable taking such action. However, because this may be difficult, such direct communication is not a requirement of filing a report or complaint. An employee, job applicant or contractor who believes that he or she has been harassed or retaliated against by any employee, contractor, vendor, customer, or other business contact of ADI shall report the incident to one of the following compliance resources:

- The employee's supervisor
- The Human Resources Department
- ADI's Chief Legal Officer
- [ADI's Ethics Hotline](#) (online or by phone), which allows for anonymous reporting
- [ADI's Ethics Email Box : ethics.compliance@analog.com](mailto:ethics.compliance@analog.com)

These resources are also available if reporter wants to discuss any concerns he or she may have and to provide information to the reporter about ADI's policy against harassment/retaliation and ADI's complaint process.

Allegations of harassment or retaliation under this policy will be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable and appropriate under the circumstances, however, ADI cannot guarantee that the identity of the person lodging the complaint or that the allegations will be kept confidential. All employees, contractors, and supervisors have a duty to cooperate in ADI's investigation of the alleged harassment or retaliation.

If it is determined that inappropriate conduct has been engaged in by one of ADI's employees or contractors, ADI will act promptly to eliminate the offending conduct, and where it is appropriate ADI will also impose disciplinary action. Such disciplinary action may range from counseling to termination of employment and may include other forms of disciplinary action as ADI deems appropriate under the circumstances. Although ADI's ability to discipline a non-employee harasser (such as a customer, contractor, vendor, or supplier) is limited by the degree of control, if any, that the Company has over that individual, ADI will take reasonable and appropriate action to protect its employees from harassing or retaliatory conduct.

Federal and State Agencies

In addition to the internal complaint process, if you believe you have been subjected to harassment or retaliation, you may file a formal complaint with the applicable federal or state agencies identified below. Using ADI's complaint process does not prohibit you from filing a complaint with these agencies.

[Contacts for State and Federal Agencies](#)

ALABAMA

U.S. Equal Employment Opportunity Commission (EEOC)

Birmingham District Office
1130 22nd Street, Suite 2000
Birmingham, AL 35205

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 180 days of the incident giving rise to the claim.

Alabama State Fair Employment Practices Agency (FEPA)

50 N. Ripley Street
Montgomery, AL 36130
Phone (334) 242-1550

ARIZONA

U.S. Equal Employment Opportunity Commission (EEOC)

Phoenix District Office
3300 N. Central Avenue,
Suite 690

Phoenix, AZ 85012-1848

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Arizona Civil Rights Division (Phoenix) FEPA

1275 W. Washington
Phoenix, AZ 85007

Phone: (602) 542-5263

TTY: (602) 542-5002

Filing period is within 180 days of the incident giving rise to the claim.

CALIFORNIA

The United States Equal Employment Opportunity Commission (EEOC)

96 North 3rd St., Suite 250
San Jose, CA 95112

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim

The California Dept. of Fair Employment and

Housing (FEPA)

2014 T St. Suite 210
Sacramento, CA 95814

Phone: 916-227-2878

TTY: 800-700-2320

Filing period is 365 or 90 days after learning of the violation, whichever is later.

COLORADO

U.S. Equal Employment Opportunity Commission (EEOC)

Denver District Office
303 E. 17th Avenue, Suite
410

Denver, CO 80203

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim

Colorado State Agency

Colorado Civil Rights Division
1560 Broadway, Suite 1050
Denver, CO 80202

Phone: (303) 894-2997

Fax: (303) 894-7830

Toll-Free: (800) 262-4845

Filing period is within 180 days of the incident giving rise to the claim.

CONNECTICUT

The United States Equal Employment Opportunity Commission (EEOC)

The Boston, MA Office of the EEOC has jurisdiction over federally filed employment discrimination charges filed in Connecticut.

John F. Kennedy Federal Bldg.

475 Government Center
Boston, MA 02203

Phone: (800) 669-4000

TTY: (617) 565-3204

Filing period is within 300

days of the incident giving rise to the claim

Connecticut Commission on Human Rights and Opportunities (FEPA)

21 Grand Street

Hartford, CT 06106

Phone: 860-541-3400

Fax: 800-477-5737

TTY: 860-541-3459

Filing Period is within 180 days of the incident giving rise to the claim.

FLORIDA

U.S. Equal Employment Opportunity Commission (EEOC)

Tampa Area Office
501 East Polk Street, Suite
1000

Tampa, FL 33602
Phone: (813) 228-2310
TTY: (813) 228-2003

Filing period is within 300 days of the incident giving rise to the claim.

Florida Commission on Human Relations (FEPA)

2009 Apalachee Parkway
Suite 100

Tallahassee, FL 32301
Phone: (850) 488-7082
TTY: (800) 955-8771

Filing period is within 365 days of the incident giving rise to the claim

GEORGIA

U.S. Equal Employment Opportunity Commission (EEOC)

Atlanta District Office
100 Alabama Street, Suite
4R30

Atlanta, GA 30303
Phone: (800) 669-4000
TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Georgia Commission on Equal Opportunity (FEPA)

Suite 1002-West Tower
2 martin Luther king Jr. Drive
Atlanta, GA 30334

Phone: (404) 656-1736
Fax: (404) 656-4399
TTY: (404) 656-9295

Filing period is within 180 days of the incident giving rise to the claim

IDAHO

U.S. Equal Employment Opportunity Commission (EEOC)

Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061

Phone: 1-800-669-4000
Fax: 206-220-6911

Filing period is within 300 days of the incident giving rise to the claim.

Idaho Human Rights Commission (FEPA)

Owyhee Plaza
1109 W Main Street, Suite
400

P.O. Box 83720
Boise, ID 83720-0040
Phone: 208-334-2873
Fax: 208-334-2664

Filing period is within 365 days of the incident giving rise to the claim.

ILLINOIS

U.S. Equal Employment Opportunity Commission (EEOC)

Chicago District Office
500 West Madison Street, Suite 2800
Chicago, IL 60661

Phone: (800) 669-4000
Fax: (312) 886-1168
TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Illinois State Agency

Chicago Office
Illinois Department of
Human
Rights (FEPA)
100 West Randolph Street,
Suite 10-100

Chicago, IL 60601
Phone: (312) 814-6200
Fax: (312) 814-1436

Filing period is within 180 days of the incident giving rise to the claim.

INDIANA

U.S. Equal Employment Opportunity Commission (EEOC)

101 West Ohio St.,
Ste. 1900
Indianapolis, IN 46204

Phone: (800) 669-4000
FAX: (317) 226-7953
TTY: (800) 669-6820

Filing Period is within 300 days of the incident giving rise to the claim

Indiana Civil Rights Commission (FEPA)

Indiana Government Center- North

100 N Senate Ave. Rm N103
Indianapolis, IN 46204
Phone: 317-232-2600
Fax: 317-232-6580
Filing Period is within 180 days of the incident giving rise to the claim.

KANSAS

The St. Louis, MO District Office of the EEOC has jurisdiction over federally filed employment discrimination charges filed in Kansas.

The United States Equal Employment Opportunity Commission (EEOC)

Robert A. Young Federal Bldg.
1222 Spruce Street, Rm
8.100
St. Louis, MO 63103
Phone: 1-800-669-4000
Fax: (314) 539-7894
Filing period is within 300 days of the incident giving rise to the claim.

Kansas Human Rights Commission (FEPA)

900 Southwest Jackson St., Suite 851-S
Topeka, Kansas 66612-1258
Phone: (785) 296-3206
Fax: (785) 296-0589
Filing period is within six (6) months of the incident giving rise to the claim.

KENTUCKY

U.S. Equal Employment Opportunity Commission (EEOC)

600 Dr. Martin Luther King, Jr. Place, Suite 268
Louisville, Kentucky 40202
Phone: 1-800-669-4000
Fax: 502-582-5895

Filing period is within 300 days of the incident giving rise to the claim.

Kentucky Commission on Human Rights (FEPA)

The Heyburn Bldg, 7th Floor
332 West Broadway
Louisville, Kentucky 40202
Phone: 502-595-4024
Fax: 502-595-4801
TTY: 502-595-4084
Filing period is within 180

days of the incident giving rise to the claim.

MARYLAND

U.S. Equal Employment Opportunity Commission (EEOC)

Baltimore Field Office
City Crescent Building
10 S. Howard St., 3rd Floor
Baltimore, MD 21201
Phone: (866) 408-8075
Fax: (410) 962-4270
TTY: (800) 669-6820
Filing period is within 300 days of the incident giving rise to the claim.
Filing period is 300 days.

Maryland Commission on Human Relations

William Donald Schaefer
Tower
6 Saint Paul Street, Suite 900
Baltimore, MD 21202
Phone: (410) 767-8600
Fax: (410) 333-1841
TTY: (410) 333-1737
Toll-Free: (800) 637-6247
Filing period is 180 days of the incident giving rise to the claim.

MASSACHUSETTS

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: (800) 669-4000
TTY: (800) 669-6820
Filing period is within 300 days of the incident giving rise to the claim.

The Massachusetts Commission Against Discrimination (FEPA)

One Ashburton
Place Sixth Floor, Room 601
Boston, MA 02108
Phone: (617) 727-3990
TTY: (617) 720-6054
Filing period is within 300 days of the incident giving rise to the claim.

MICHIGAN

U.S. Equal Employment Opportunity Commission (EEOC)

Patrick V. McNamara Bldg.

477 Michigan Ave, Room 865
Detroit, MI 48226
Phone: (800) 669-4000
FAX: (313) 226-4610
TTY: (800) 669-6820
Filing period is within 300 days of the incident giving rise to the claim.

Michigan Department of Civil Rights (FEPA) Detroit Civil Rights Office
Cadillac Place
3054 West Grand Boulevard
Suite 3-600
Detroit, Michigan 48226
Phone: 313-456-3700
Fax: 313-456-3701
TTY: 877-878-8464
Filing period is within 180 days of the incident giving rise to the claim

MINNESOTA

U.S. Equal Employment Opportunity Commission (EEOC)
Towle Building
330 South Second Avenue, Suite 720
Minneapolis, MN 55401-2224
Phone: 1-800-669-4000
Fax: 612-335-4044
Filing period is within 300 days of the incident giving rise to the claim.

Minnesota Department of Human Rights (FEPA)
Sibley Square at Mears Park
190 East 5th Street,
Suite 700
St. Paul MN 55101
Phone: 1-800-657-3704
Fax: 651-296-9064
TTY: 651-296-1283
Filing period is within 365 days of the incident giving rise to the claim.

MISSOURI

U.S. Equal Employment Opportunity Commission (EEOC)
Robert A. Young Federal Bldg.
1222 Spruce Street, Rm
8.100
St. Louis, MO 63103
Phone: 1-800-669-4000
Fax: (314) 539-7894
Filing period is within 300 days of the incident giving rise to the claim.
Missouri Commission on Human Rights (Main Office) (FEPA)
PO Box 1129 3315 West Truman Boulevard
Jefferson City, MO 65102-1129
Phone: (573)751-3325/Fax: (573)751-2905
Filing period is within 180 days of the incident giving rise to the claim.

NEW HAMPSHIRE

U.S. Equal Employment Opportunity Commission (EEOC)
The Boston, MA Office of the EEOC has jurisdiction over federally filed employment discrimination charges filed in New Hampshire.

The United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: (617) 565-3200
TTY: (617) 565-3204
Filing period is within 300 days of the incident giving rise to the claim.

New Hampshire Commission for Human Rights
2 Chenell Drive
Concord, NH 03301-8501
Phone: (603) 271-2767
Fax: (603) 271-6339
TTY: 1-800-735-2964
Filing period is within 180 days of the incident giving rise to the claim.

NEW JERSEY

U.S. Equal Employment Opportunity Commission (EEOC)

Newark Area Office

1 Newark Center, 21st Floor Raymond Blvd at McCarter Hwy (Rt.21)

Newark, NJ 07102-5233

Phone: (800) 669-4000

Fax: (973) 645-4524

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

New Jersey Division on Civil Rights

31 Clinton Street

3rd Floor

Newark, NJ 07102

Phone: (973) 648-2700

Fax: (973) 468-4405

Filing period is within 180 days of the incident giving rise to the claim.

NEW YORK

U.S. Equal Employment Opportunity Commission (EEOC)

33 Whitehall Street, 5th Floor

New York, NY 10004

Phone: (212) 336-3620

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

New York State Division of Human Rights (FEPA)

One Fordham Plaza, 4th Floor

New York, NY 10458

Phone: 718-741-8400

Fax: 718-741-3214

TTY: 718-741-8304

Filing period is within 365 days of the incident giving rise to the claim

NORTH CAROLINA

The United States Equal Employment Opportunity Commission (EEOC)

Suite 201

2303 W. Meadowview Road, Greensboro, NC 27407

Phone: 336-547-4188

TTY: 336-333-5542

Filing period is within 180 days of the incident giving rise to the claim.

OHIO

The United States Equal Employment Opportunity Commission (EEOC)

John W. Peck Federal

Building

550 Main Street, 10th Floor

Cincinnati, OH 45202

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 300

days of the incident giving rise to the claim.

Ohio Civil Rights Commission (FEPA)

801B W. Eighth Street

Holiday Park East, Suite 200

Cincinnati, OH 45203

Phone: (513) 852-3344

Filing period is within six (6)

months of the incident giving rise to the claim.

OREGON

U.S. Equal Employment Opportunity Commission (EEOC)

The Seattle, WA District Office has jurisdiction over federally filed employment discrimination charges filed in Oregon.

Seattle District Office

Federal Office Building

909 First Avenue, Suite 400

Seattle, WA 98104-1061

Phone: (800) 669-4000

TTY: (800) 669-6820

Filing period is within 300

days of the incident giving rise to the claim.

Oregon Bureau of Labor and Industries (FEPA) Portland Office

Bureau of Labor and Industries

Civil Rights Division

Building

800 NE Oregon

Street, MS#32

Suite 1070

Portland, OR 97232

Phone: (503) 731-4874

Fax: (503) 731-4069

TTY: (503) 731-4106

Filing period is within one (1) year of the incident giving rise to the claim.

PENNSYLVANIA

U.S. Equal Employment Opportunity Commission (EEOC)

Philadelphia District Office
801 Market Street, Suite
1300

Philadelphia, PA 19107-3127

Phone: (800) 669-4000

FAX: (215) 440-2632

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Pennsylvania Human Relations Commission

110 North 8th Street, Suite
501

Philadelphia, PA 19107

Phone: (215) 560-2496

TTY: (800) 669-6820

Filing period is within 180 days of the incident giving rise to the claim.

TENNESSEE

U.S. Equal Employment Opportunity Commission (EEOC)

1407 Union Ave., 9th Floor

Memphis, TN 38104

Phone: 1-800-669-4000

Fax: 901-544-0111

Filing period is within 300 days of the incident giving rise to the claim.

Tennessee Human Rights Comm. (FEPA)

Andrew Johnson Tower, 1st
Floor

710 James Robertson Parkway , Suite
100Nashville, TN 37243

Phone: 615-741-5825

Fax: 615-532-2197

Filing period is within 180 days of the incident giving rise to the claim.

TEXAS

U.S. Equal Employment Opportunity Commission (EEOC)

Dallas District Office

207 S. Houston Street, 3rd
Floor

Dallas, Texas 75202

Phone: (800) 669-4000

Fax: (214) 253-2720

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Texas Workforce Commission (FEPA)

1117 Trinity Street, Rm 144T Austin, Texas
78778

Phone: (888) 452-4778

Filing period is within 180 days of the incident giving rise to the claim.

UTAH

U.S. Equal Employment Opportunity Commission (EEOC)

The Phoenix, AZ Office of the EEOC has jurisdiction over federally filed employment discrimination charges filed in Utah.

Phoenix District Office

3300 N. Central Avenue, Suite 690

Phoenix, AZ 85012-1848

Phone: (602) 640-5000

TTY: (602) 640-5072

Filing period is within 300 days of the incident giving rise to the claim.

Labor Commission of Utah Antidiscrimination and Labor Division

160 East 300 South, 3rd Floor

P.O. Box 146630

Salt Lake City, UT 8411

Phone: (801) 530-6801

Fax: (801) 530-7609

Toll-Free: (800) 222-1238

TTY: (801) 530-7685

Filing period is within 180 days of the incident giving rise to the claim.

VERMONT

U.S. Equal Employment Opportunity Commission (EEOC)

The Boston, MA Office of the EEOC has jurisdiction over federally filed employment discrimination charges filed in Vermont.

John F. Kennedy Federal Bldg.

475 Government Center

Boston, MA 02203

Phone: 1-800-669-4000

Fax: 617-565-3196

Filing period is within 300 days of the incident giving rise to the claim.

Vermont Attorney General's Office - Public Protection Division Civil Rights Unit (FEPA)

109 State Street

Montpelier, VT 05609-1001

Phone: 802-828-5511

Filing period is within 300 days of the incident giving rise to the claim.

VIRGINIA

U.S. Equal Employment Opportunity Commission (EEOC)

400 N. Eight Street

Suite 350

Richmond, VA 23219

Phone: (800) 669-4000

Fax: (804) 771-2222

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Virginia Council on Human Rights (FEPA)

1100 Bank Street, Washington Building, 12th Floor

Richmond, VA 23219

Phone: 804-225-2292/Fax: 804-225-3294

TTY: 1-800-633-5510

WASHINGTON

U.S. Equal Employment Opportunity Commission (EEOC)

Seattle District Office

Federal Office Building

909 First Avenue, Suite 400

Seattle, WA 98104-1061

Phone: (800) 669-4000

Fax: (206) 220-6911

TTY: (800) 669-6820

Filing period is within 300 days of the incident giving rise to the claim.

Washington State Human Rights Commission (FEPA)

711 South Capitol Way, Suite 402

P.O. Box 42490

Olympia, WA 98504-2490

Phone: (360) 753-6770

TTY: (800) 300-7525

Filing period is within 180 days of the incident giving rise to the claim.

WISCONSIN

U.S. Equal Employment Opportunity Commission (EEOC)

Reuss Federal Plaza

310 West Wisconsin Ave., Suite 500

Milwaukee, WI 53203-2292

Phone: (414) 297-1111/ TTY: (414) 297-1115

FAX: (414) 297-4133

Filing period is within 300 days of the incident giving rise to the claim.

Wisconsin Equal Rights Division - Milwaukee (FEPA)

819 N. Sixth St, Room 255

Milwaukee WI 53203

Phone: 414-227-4384

Fax: 414-227-4084

TTY: 414-227-4081

Filing period is within 300 days of the incident giving rise to the claim