

# Sexual and Other Unlawful Harassment

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## **Introduction**

ADI is 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, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, marital status, genetic information (including testing and characteristics), 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.

Our workplace extends to customer and vendor facilities if and when employees are assigned to those locations, as well as anywhere an employee attends a business-related function. In fact, any place where employees and/or contractors are together for

work-related reasons may be seen as the workplace. The prohibitions set out in this policy apply to these extensions of the workplace.

## **Sexual Harassment**

Sexual harassment includes unwanted 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 unreasonably 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;
- 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**

Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct: taunting, 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; and
- 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 this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by 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.

### **Complaint Procedure**

The Company 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 prohibited harassment and/or retaliation

regardless of the identity of the offender. The Company 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 must immediately report the incident to his or her supervisor or business contact. If the immediate supervisor or business contact is involved or for some other reason the employee or contractor feels uncomfortable reporting to that supervisor or business contact, he or she may contact any of the following individuals either orally or in writing:

- Your supervisor
- Your supervisor's manager
- Your Human Resources representative
- Any member of Human Resources
- Maile Gilmore  
Director of Labor and Employment  
804 Woburn Street  
Wilmington, MA 01887  
Phone: +1.781.937.2235
- Margaret Seif  
Chief People Officer and SVP- Communications, Interim General Counsel  
804 Woburn Street  
Wilmington, MA 01887  
Phone: +1.781.461.3367
- ADI's Ethics Hotline (800) 381-6302. **Callers outside of the US, Canada, and US territories** should dial their country-specific AT&T direct access code, which can be found at this [website](#). Once the caller is connected with AT&T, the caller will be prompted to dial the hotline number, 800-381-6302. Callers in China should dial 4008811475.

These persons are also available to discuss any concerns you may have and to provide information to you about our policy against harassment/retaliation and our complaint process.

Allegations of prohibited harassment or retaliation 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 practical 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 our employees or contractors, we will act promptly to eliminate the offending conduct, and where it is appropriate, we 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 we deem appropriate under the circumstances. Although ADI's ability to discipline a nonemployee 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](#)

## **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 Human Resources Representative 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.