

Greylock Partners | Anti-Harassment & Discrimination Policy

OVERVIEW

This document describes Greylock's policies and procedures related to harassment and discrimination – because of the nature of such policies, it's fairly dense and somewhat legal in tone. But here is the intent: harassment & discrimination of all sorts are not compatible with the way that Greylock operates or aspires to be as an organization, and they won't be tolerated. This applies equally to partners and non-partners, employees and contractors – everyone should be able to have a workplace that is built on respect and safety. It also goes beyond purely internal interactions and covers behavior with entrepreneurs and others, whether they're in our portfolio or not.

POLICY

Greylock Partners (“The Company”) is committed to providing a work environment free of sexual or any other form of unlawful harassment or discrimination. The Company has a no-tolerance policy, and is committed to maintaining a respectful, courteous work environment in all work-related settings that respects the dignity and worth of each employee. Inappropriate workplace behavior and unlawful harassment are wholly inconsistent with this commitment. No Greylock employee, partner, contract worker, vendor, entrepreneur-in-residence or other person who does business with this organization is exempt from the prohibitions within this policy.

Harassment or discrimination based on race, color, ethnicity, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), religion (including religious dress and grooming practices), creed, marital status, age, national origin (including language use restrictions and possession of a driver's license issued under California Vehicle Code section 12801.9), ancestry, citizenship, physical or mental disability, military and veteran status, genetic information, medical condition (including cancer and genetic characteristics), sexual orientation, or any other protected class, characteristic, or consideration made unlawful under applicable federal, state, or local laws, is illegal and prohibited by Company policy. Such conduct by or toward any employee, partner, contract worker, vendor, entrepreneur in residence, employee or affiliate or anyone else who does business with the Company will not be tolerated.

Prohibited Conduct

Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- 1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, investment, or engagement;
- 2 submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment, investment or engagement; or
- 3 it creates a hostile or offensive work environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and lewd, vulgar, or obscene remarks, jokes, posters, or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment also includes the transmission of materials such as cartoons, jokes, or links to offensive materials online using the Company's electronic communications system, or through other online conduct.

Treating any employee or individual differently or unfairly because of the characteristics listed above is also prohibited. Unlawful discrimination includes conduct that is based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All Company employees, partners, contract workers, vendors, entrepreneurs-in-residence, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Complaint Procedure

All Company employees, partners, contract workers, entrepreneurs-in-residence, other workers and representatives who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, partner, contract worker, vendor, entrepreneur in residence, employee or affiliate or anyone else who does business with the Company, should immediately do the following:

- 1 If you feel comfortable enough to do so, tell the person engaging in the harassing and/or discriminating behavior that his or her actions are not welcome and they must stop.
- 2 Report the incident verbally or in writing to your supervisor/manager, and/or another manager with whom you feel comfortable, including a partner at the Company or our designated Human Resources partner (who is on retainer to Greylock and has the ability to escalate to anyone).
- 3 If the incident is committed by someone with whom you directly report (i.e. direct supervisor or manager), report the incident verbally or in writing to another supervisor with whom you feel comfortable, including a partner at the Company or to our designated Human Resources partner, Carmela D. Krantz of Woven Human Resources - carmela@wovenhr.com 650.703.9996.

- 4 Report any additional incidents or retaliation that occur to your supervisor/manager, and/or another supervisor with whom you feel comfortable, including a partner at the Company or to our designated Human Resources partner.
- 5 Reports of inappropriate behavior can also be made anonymously through the Company's Human Resources Partner, Carmela D. Krantz of Woven Human Resources carmela@wovenhr.com [650.703.9996](tel:650.703.9996).

Any manager or supervisor, including partners, who observes, or receives a report of, any form of unlawful harassment, discrimination, or retaliation for conduct protected by this policy, must promptly report the conduct to a managing partner or designated Human Resources partner so that an investigation can be conducted and, if appropriate, remedial action can be taken. The important thing is that you bring the matter to the Company's attention promptly so that any concern of harassment or discrimination can be investigated and addressed appropriately

Any reported incident will be investigated by either a managing partner or our designated Human Resources partner in a fair, impartial, timely, and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information he or she thinks is relevant or important for consideration, and that allows the Company to reach reasonable conclusions based on the information collected. No one other than the designated parties listed above is authorized to investigate any claim of harassment. In responding to and taking action to address a complaint, the Company will be as discrete as reasonably possible under the circumstances and will maintain confidentiality of the matter to the extent reasonably possible, subject to its obligation to conduct a full and fair investigation. Appropriate action will be taken by the Company to stop and remedy any and all such conduct, including appropriate interim measures that may include suspension during a period of investigation. The investigation will be completed in a timely manner, after which the Company will inform the complaining party of the conclusions reached concerning the complaint.

You may find more information and lodge complaints regarding harassment, discrimination, and retaliation by contacting the offices of the California Department of Fair Employment & Housing or the federal Equal Employment Opportunity Commission. The nearest offices of the DFEH and EEOC can be found at www.dfeh.ca.gov and www.eeoc.gov.

Retaliation Prohibited

The Company will not allow retaliation against anyone who makes a complaint under this policy. All Company employees, partners, contract workers, entrepreneur in residence, other workers and representatives are protected by law from retaliation for opposing or reporting unlawful harassment or discrimination, or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by the Company or a government agency with respect to such complaints. The Company will take disciplinary action up to and including immediate termination of any employee who retaliates against another employee, partner, contract worker, entrepreneur in residence, other workers and representatives for engaging in any of these protected activities. Contract workers will be subject to termination of their engagement with the Company for engaging in retaliation. et

Violations of Policy

Any Company employee, partner, contract worker, entrepreneur in residence, other workers and representatives who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a vendor, or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action to address that situation.

Any employee who has questions about this policy or requires further information on the subject of sexual or other harassment or discrimination should contact the external Human Resources partner or other Named Representative.

Acknowledgment

By signing below, I acknowledge that I have read and understand this policy.

Date: _____ Signed: _____

Printed Name: _____