

Title: Equal Employment Opportunity and Prohibition Against Discrimination, Harassment, and Retaliation

Policy Owner: Human Resources

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At the most fundamental level, we expect that all Honeybees will be kind.

1.0 Equal Employment Opportunity

Honeybee Robotics is committed attracting, retaining, and developing a highly qualified, diverse, and dedicated work force. Honeybee hires and promotes people based on their qualifications, performance, and abilities. Each employee should have similar opportunities to enjoy, contribute to, and grow in a career with Honeybee.

We strive to have a workplace that fosters collaboration by treating individuals with kindness and respect. We welcome all perspectives. Our working relationships will be professional, business-like, and free of bias, prejudice, discrimination, harassment, or retaliatory conduct, especially when this conduct is based on a person's legally protected group, status, or characteristics.

2.0 Discrimination

It is a violation of this policy to discriminate in the provision of employment opportunities for hiring, promotion, and other terms and conditions of employment, including but not limited to, recruiting, hiring, placement, promotions, transfers, training, compensation, performance management, work evaluative standards and appraisal systems, work schedules, reductions-in-force, and terminations of employment, where the basis of that discriminatory treatment is, in whole or in part, the individual's race, color, creed, religion, age, sex or gender, sexual orientation, gender expression and identity, pregnancy, national origin, military or veteran status, marital status, political affiliation, genetic information, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other characteristic protected by applicable federal, state, or local law.¹

¹ Federal, state, and local laws provide certain bona fide occupational qualifications that may be applicable to and thereby modify Honeybee Robotics' equal employment opportunity and/or anti-discrimination policy in accordance with the law. For example, Honeybee is subject to certain federal export control or other laws under which Honeybee is restricted to hiring individuals who are U.S. citizens or nationals, permanent U.S. residents (current Green Card holders), or persons lawfully admitted to the U.S. under refugee or asylee status. Other laws or regulations further restrict certain job positions to U.S. Persons only. Honeybee Robotics applies such bona fide occupational qualification exceptions in compliance with applicable law.

3.0 Covered Individuals

All employees, regardless of position, are covered by and will comply with this policy. In addition, Honeybee prohibits customers, suppliers, contractors, contingent labor, and others doing business with us from discriminating, harassing, or retaliating against our employees, applicants, or other persons who provide services on-site, on the basis of that person's protected groups, status, or characteristics.

4.0 Harassment

Honeybee employees must contribute to a positive team dynamic. Employees must be respectful, polite, pleasant, collaborative, and helpful to each other. They must never harass or bully another employee. It is especially egregious and strictly prohibited to harass another person because of their legally protected group, status, or characteristic. Harassment includes verbal, written, physical, or other action that denigrates or shows hostility or aversion toward an individual with

- 1) the purpose or effect of creating an intimidating, hostile, or offensive work environment
- 2) the purpose or effect of unreasonably interfering with an individual's work performance, or
- 3) the effect of adversely impacting an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets, slurs, or negative stereotyping
- Threatening, intimidating, coercive, or hostile acts
- Denigrating jokes or pranks
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is displayed on the company premises or is circulated to employees or within the workplace, on paper or electronically, on company or personal devices

Discrimination and harassment include actions directed toward a person's family, friends, or co-workers because of their protected group, status, or characteristics.

Harassment is unacceptable and prohibited on company premises, and in any work-related setting, such as business trips, off-site business meetings, or business-related social events. Harassment of a co-worker can occur in social media through unwanted contact, cyberstalking, and posting denigrating or hostile content about a person without their consent.

4.1 Sexual Harassment

Sexual harassment is a type of harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submitting to such conduct is made explicitly or implicitly a term or condition of an individual's employment ("quid pro quo"), or
- 2) submitting to or rejecting such conduct is used as a basis for employment decisions affecting the individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes a range of subtle and not-so-subtle behaviors that are not welcomed by the person who is on the receiving end of the harassing behavior. Depending on the circumstances, these behaviors can include, but are not limited to:

- *Physical contact:* touching, pinching, horseplay, brushing against another's body, impeding or blocking movement, assault.

- Verbal comments or sounds: sexually suggestive or obscene comments, threats, slurs, jokes, telephone voice mail messages, sexual propositions.
- Unwelcome advances: excessive, one-sided, romantic attention in the form of requests for dates, love letters, telephone calls, emails, texts, gifts, propositions for sexual favors.
- Visual contact: leering or staring at another's body, gesturing, displaying sexually suggestive objects, displaying sexually suggestive graphic or pictorial content in paper or in any digital format
- Written communication: sexually suggestive or obscene letters, notes, invitations in paper or in any digital format
- Entertainment: hiring vendors for entertainment at team or customer events that involve sexually explicit or otherwise offensive attire or behavior.

The reason for the misconduct (e.g., "I was just joking" or "My computer screen saver is private") does not excuse the misconduct.

Sexual harassment can involve individuals of the same or different sex, gender, sexual orientation, gender expression, or gender identity.

5.0 Employee Complaints and Management Reporting

If you experience or become aware of conduct that you believe is contrary to this policy, then you are required to report what has happened, or what you know. You can report by communicating to your immediate supervisor, or any Honeybee member of management, or your Human Resources Business Partner. You may also submit a report to Ethical Advocate, the company's third party service, by calling 1-800-877-1362, or completing an on-line form at <https://hbr.ethicaladvocate.com> Your complaint will be investigated in a fair, timely manner, with as much confidentiality as possible. Based on the information gathered during the investigation, appropriate remedial action will be taken. You will receive notice of closure.

As a supervisor, if you become aware of, witness, or receive a report about misconduct related to this policy, you must take prompt, appropriate action to address the situation. In the moment misconduct is happening, you must take immediate action. For example, you must stop or repudiate vulgar joking, or take down an offensive cartoon that is posted. Then you must promptly report the situation to your Human Resources Partner. If you receive a report of previous or ongoing misconduct that you have not witnessed, then you must promptly report the situation to your Human Resources Partner to determine a course of action. Complex situations may require investigation and planned action led by your Human Resources Partner. In all cases, you are required to report all observations or allegations of discrimination, harassment, or retaliation to Human Resources. This includes complaints made to you about your own behavior.

All Honeybee employees have a duty to the Company to participate and cooperate in investigations of reports regarding discrimination, harassment or retaliation.

Supervisors who knowingly commit, tolerate, or allow misconduct that violates this policy, or fail to report observations and complaints to Human Resources, are subject to disciplinary action up to and including termination of employment.

6.0 Retaliation

Honeybee Robotics prohibits retaliation against any individual who in good faith reports discrimination or harassment, or who participates in a related investigation. If you believe that you are being retaliated for these reasons, then you are required to report your concerns immediately to Human Resources.

An employee who retaliates against another employee for reporting discrimination or harassment or for participating in an investigation, or an employee who interferes with or refuses to cooperate in a discrimination or harassment investigation, will be subject to disciplinary action up to and including termination of employment.

False and malicious complaints of discrimination, harassment, or retaliation (as opposed to complaints that are made in good faith, even if later determined untrue) are prohibited, and are not protected under this policy, and are subject to appropriate disciplinary action up to and including termination of employment.

7.0 Investigation of Complaints and Consequences

Honeybee Robotics will conduct the appropriate level of investigation necessary to assess and address reports of complaints of harassment, discrimination, and/or retaliation brought by Honeybee Robotics employees or applicants for employment in a timely and thorough manner. Complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations of discrimination or harassment are shared only with those who need to know so that the Company can conduct an effective investigation. To the extent possible, the confidentiality and privacy of employees will be respected during the investigation, with efforts made to avoid any unwarranted publicity or invasions of privacy. However, remedying instances of prohibited conduct generally requires an investigation in which some details of allegations may become known to others. Prompt and effective corrective actions and/or disciplinary actions will be taken as appropriate, as determined by Honeybee Robotics in its sole discretion. Honeybee Robotics also reserves the right to terminate business relationships with any contractor, contingent labor, supplier, or customer who is found by the company to have engaged in conduct that violates this policy.