

USA Policy Against Harassment

Policy Overview

Policy Overview	At Blaize, we are committed to maintaining a respectful, courteous work environment free of unlawful discrimination and harassment, and we are committed to taking all reasonable steps to prevent it and address it. We will not tolerate harassment relating to any characteristic protected under applicable federal, state, or local law by any employee, contractor, vendor, customer or visitor.	
Why is this policy needed	This policy is defined to prevent and address any form of harassment within the organization	
Document Owner	Owner	Human Resource
	Authority	Steering Working Group
	Contributors	Celeste DeSouza
	Audience	All Blaize Employees in USA
	Roles Definition	
Corresponding Links	U.S. EEOC Laws & Guidance	

- Details of the Policy
 - Overview
 - Discrimination
 - Harassment and Bullying
 - Sexual Harassment and Sexual Assault
 - Dealing with Harassment at an Informal Stage
 - Formal Complaint Process
 - Protection Against Retaliation
 - Confidentiality
 - Consensual Relationships
 - Additional Information
 - Information for California Employees
 - Information for Connecticut Employees
 - Information for New York Employees
- Complaint Form
- Page Properties

Details of the Policy

Overview

At Blaize, we are committed to maintaining a respectful, courteous work environment free of unlawful discrimination and harassment (including sexual harassment), and we are committed to taking all reasonable steps to prevent it and address it. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy is one component of Blaize's commitment to a discrimination-free work environment. Please refer to the Equal Employment Opportunity and Diversity Policy for more information on Blaize's commitment to anti-discrimination, anti-harassment, and anti-retaliation.

We will not tolerate discrimination, harassment, or bullying relating to any characteristic protected under applicable federal, state, or local law by any employee, contractor, vendor, customer, or visitor. Protected characteristics include age, race, color, national origin, gender (including pregnancy, childbirth or medical

condition related to pregnancy or childbirth), gender identity or expression, sexual orientation, religion, physical or mental disability, medical condition, genetic information, marital status, civil partnership, veteran status, military status, or any other characteristic protected by federal, state, or local law. For additional information on protected characteristics, please consult the USA Equal Employment Opportunity and Diversity Policy. Blaize prohibits harassment by co-workers, supervisors, managers, and third parties with whom the employee comes into contact. This policy applies to all employees, paid or unpaid interns, and non-employees in our workplace, regardless of immigration status.

Any employee or individual covered by this policy who engages in harassment or retaliation will be subject to remedial and/or disciplinary action. Employees of every level including managers and supervisors who knowingly allow such behavior to continue, will be penalized for such misconduct. In addition to any disciplinary action that may be taken, up to and including termination of employment, offenders may also be personally liable, in the event of litigation, for damages and attorney's fees and other costs of litigation. Blaize will take all appropriate and necessary actions to prevent any unlawful discrimination, harassment, bullying, or retaliation, and will provide a reporting process by which individuals can bring any concerns to Blaize. Blaize will take appropriate actions even if the violation does not rise to the level of unlawful conduct.

This policy is subject to all applicable laws where Blaize employs or engages individuals, which may offer additional protections or requirements. Blaize retains the discretion to amend this policy at any time.

Discrimination

Please refer to the Blaize's Equal Employment Opportunity and Diversity Policy and USA Equal Employment Opportunity and Diversity Policy, for Blaize's policies against discrimination.

Harassment and Bullying

Harassment or bullying in the workplace is prohibited. Blaize will not tolerate such behavior, even if such conduct is not related to any Protected Characteristic, as defined in the USA Equal Employment Opportunity and Diversity Policy. Except where otherwise indicated, the term "harassment," as used in this policy, refers to behavior that is personally offensive, intimidating, denigrating, belittling, or hostile, interferes with work performance, or otherwise violates someone's dignity, regardless of whether it rises to the level of violating the law. Bullying consists of repeated unnecessary and rude behavior towards another person, whether verbal, physical or otherwise, and whether in-person or via technology (e.g., cyberbullying) that is intended to be offensive and to cause emotional distress. In other words, this policy is stricter than the law, in that this policy defines prohibited harassment and bullying more broadly than does the law.

Harassment and bullying may take many forms, including the following conduct when based on the protected characteristics described above:

- **Verbal:** Epithets; derogatory comments, slurs, or name-calling; inappropriate jokes, emails or any other form of written communication, comments, noises, or remarks; repeated requests for dates, threats, propositions, unwelcome and unwanted correspondence, phone calls, and gifts; or other unwelcome attention.
- **Physical:** Assault; impeding or blocking movement; physical interference with normal work or movement; unwanted and unwarranted physical contact, such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body.
- **Visual:** Abusive or patently offensive images (whether in photographs, posters, cartoons, drawings, paintings or other forms of imagery); displaying abusive or patently offensive images, writings or objects; ogling, staring at or directing attention to an employee's anatomy; leering; sexually oriented, or suggestive gestures.
- **Cyber-stalking:** Harassment using electronic communication, such as e-mail or instant messaging (IM), or messages posted to a website, blog, or discussion group.

- **Bullying:** Repeated inappropriate, offensive or intimidating behavior or an abuse or misuse of power which undermines, demeans or humiliates an employee; includes persistent criticism and personal abuse, either in public or private.
- **Coercion:** Threats of dismissal or loss of promotion etc. for refusal of favours, (or promises made in return for favours); or pressure to participate in political or religious groups.

Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct creates a work environment that may be reasonably considered intimidating, hostile, or abusive (for example, intentional sabotage or undermining of a person's work performance). Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws, or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Harassment can occur in one-on-one interactions or in group settings and can involve a coworker, manager, vendor, customer, visitor, or agent of the company. It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior. Harassment or bullying prohibited by this policy may occur both inside and outside the workplace, wherever Blaize employees or staff are engaged in Blaize business, such as during business trips or social events outside the office. The law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.

Make a point of paying attention to others' reactions and stated requests and preferences, respecting their wishes, and treating them in a professional manner, regardless of gender, race, religion, nationality, age, sexual orientation, sexual identity or expression, or any other protected characteristic.

Sexual Harassment and Sexual Assault

Sexual harassment is unlawful under federal, state, and (where applicable) local law. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their sex or gender (including, but not limited to, pregnancy status, sexual orientation, gender identity or gender expression, and status as a transgender). All employees are strictly prohibited from harassing or discriminating against employees and other covered persons based on that individual's sex or gender (including, but not limited to, pregnancy status, sexual orientation, gender identity or gender expression, and status as a transgender) and regardless of the harasser's sex or gender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences.

Sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours. Harassment can also happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Under various federal, state and local laws, sexual harassment includes, but is not limited to, any unwelcome conduct or comments, such as making unwanted or unsolicited sexual advances and requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment. Example of quid pro quo harassment include:

- Submission to, acceptance of, or rejection of such conduct, advances or communication is either explicitly or implicitly made a term or condition of an individual's employment; or
- Submission to, acceptance of, or rejection of such conduct, advances or communication by an individual is used as a basis for employment decisions affecting such individual.

While it is not possible to list all of the actions that would be considered sexual harassment, some examples are:

- Unwelcome sexual advances, whether or not they involve physical touching, sexual assault or coerced sexual acts.
- Requests for sexual favors in exchange for actual or promised job benefits such as a favorable review, salary increases, promotions, increased benefits or continued employment, or threats of negative consequences if such requests are rejected.
- Unwanted sexual advances or propositions such as repeated requests for dates or romantic gestures.
- Sexual gestures, noises, remarks, jokes, questions, suggestive or sexually insulting comments, epithets or jokes or name-calling, written or verbal references about sexual conduct.
- Displaying or sending (including via email, text message, or other electronic means) sexually suggestive objects, pictures, cartoons or computer websites.
- Sex or gender stereotyping.

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated. Intent does not neutralize a harassment claim and not intending to harass is not a defense.

Sexual harassment can occur between any individuals, regardless of their sex or gender. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor. Sexual harassment can also occur in the context of a relationship that was once consensual but has changed so that the behavior is no longer welcome by one party.

Sexual assault is also prohibited by Blaize. For the purposes of this policy, sexual assault means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Individuals who engage in acts of sexual harassment or sexual assault may be subject to civil and criminal penalties.

Dealing with Harassment at an Informal Stage

If an individual believes they are being harassed based on a protected characteristic or sees someone harassing another individual in the workplace, we encourage, if the individual is comfortable doing so, to inform the offender in clear language that the behaviors or advances are unwelcome or unwanted and must stop. The offender may not realize the behavior is objectionable and a simple communication may effectively end the behavior.

However, even if an employee intervenes informally, an employee should immediately report the concern to their manager, any other company manager or official, or to the Human Resources Department.

Formal Complaint Process

Anyone who is a victim of, or a witness to discrimination, bullying, or harassment, including sexual harassment, is advised to bring a formal complaint and to seek assistance from any member of the Management team. Any harassing conduct, even a single incident, can be addressed under this policy. Report the facts of the incident, including what happened, when, where, how often, and the names of the accused and any witnesses. Employees are advised to document any incidents involving unlawful discrimination or harassment, including sexual assault. A complaint may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Managers should immediately report any suspected incidents of harassment of others to their manager or to the Human Resources Department.

If there is any reason to believe that a member of Human Resources or your manager is involved in the conduct, or if, for any reason, you feel uncomfortable making a report to the applicable supervisor or Human Resources, the report may be made to any other supervisor or directly to the Chief Executive Officer or Chief Financial Officer. Employees may report to any of the persons listed above, regardless of any particular chain of command.

Supervisors must refer complaints of discrimination, harassment or bullying to Human Resources immediately so that trained representatives can promptly investigate and handle the matter appropriately, under applicable laws. Supervisors must not attempt to investigate complaints on their own.

Sexual harassment is considered a form of employee misconduct and sanctions (up to dismissal) will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.

All allegations of harassment or discrimination will be dealt with seriously, thoroughly, impartially and speedily. The Company will not ignore or treat lightly complaints of harassment or discrimination. The Company will investigate in a timely, objective, and thorough manner as confidentially as possible. Information provided will only be shared with a limited number of authorized people on a strict need-to-know basis, consistent with the need to conduct a thorough investigation. All employees are expected to cooperate fully in any investigation. Employees who participate in any investigation will not be retaliated against. All investigations will be conducted by a qualified personnel.

For more information on how we conduct our investigations, please see our US Equal Employment Opportunity and Diversity Policy. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected.

If it is determined that prohibited conduct has occurred, the appropriate corrective action, up to and including termination of employment of the offending employee, will be taken along with any additional steps necessary to prevent further violations of this policy. To the maximum extent possible, Blaize shall timely disclose any appropriate information related to the outcome of an investigation to any complainants or respondents in an investigation and will provide documentation and tracking for reasonable progress.

Aside from the internal process at Blaize, employee may also choose to pursue legal remedies with governmental entities at any time.

Protection Against Retaliation

Blaize prohibits retaliation against any individual who reports discrimination or harassment, participates in any manner in an internal investigation or an investigation, proceeding, or hearing conducted by a state or federal or local agency or court of such reports, or engages in any other activities described below. Retaliation against an individual is a serious violation of this policy and will be subject to disciplinary action. The action need not be job-related or occur in the workplace to constitute retaliation.

The following is a list of activity that is considered protected under this policy, and that Blaize will not tolerate retaliation against:

- filing a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testifying or assisting in a proceeding involving sexual harassment under any anti-discrimination law;
- opposing sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complaining that another employee has been sexually harassed; or
- encouraging a fellow employee to report harassment.

Even if the alleged discrimination, harassment or retaliation does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, this retaliation policy is not intended to protect persons making intentionally false charges of discrimination, harassment or retaliation.

Any employee who is aware of any conduct that may violate this policy should promptly report the conduct.

Any employee of Blaize who retaliates against anyone for engaging in any of the aforementioned protected activities will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Human Resources.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant may be revealed to the parties involved during the investigation, but Human Resources will take adequate steps to ensure the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Human Resources department.

Consensual Relationships

Blaize recognizes that employees may have current or former intimate and consensual intra company relationships that are marital, sexual or romantic (referred to herein as “consensual relationships”).

Blaize relies on the professionalism and integrity of our employees to protect against improper behavior, conflicts of interest, abuse of authority, or acts of a biased or harassing nature. However, decision-making – particularly about matters pertaining to work opportunities and assignments, compensation, and performance evaluations – can become difficult if the person with whom you are working is someone with whom you have had, or currently have, such a relationship.

Therefore, we have certain professional expectations and requirements for all employees where an intimate relationship may be disruptive or otherwise interfere with a healthy working environment.

We require that you disclose any consensual relationships with colleagues to Human Resources. A significant conflict of interest requiring self-disclosure and potential adjustment of reporting or other work responsibilities or relationships will be deemed to arise if the relationship is between a supervisor and a subordinate. Examples of such relationships include the following:

- where one party has completed or would reasonably be expected to complete a written evaluation of the other party or the other party’s direct manager, or who would be solicited for an oral

- evaluation in the ordinary course;
- where one party directly or indirectly determines the other party's advancement, compensation, work opportunities, or work assignments; or
- where one party performs any type of oversight or approval function over the other party's actions, even if within another department.

Depending on the nature of the circumstances, including if there is a conflict of interest, to ensure there is no favoritism, appearance of favoritism, or other conflicts of interest, or other concerns, one of the individuals in the relationship may need to be moved to a different position or assignment. Blaize cannot guarantee that an alternative position or equivalent work opportunity will be available.

Failure to self-report so that timely adjustments can be made to the supervisory structure may be a violation of this policy, our expected standards of ethical conduct, and may give rise to discipline or other sanctions. For this reason, individuals who have a concern about whether this policy applies to a consensual relationship are encouraged to consult with HR.

Additional Information

All employees, contractors, interns, public visitors, customers and anyone else whom employees come into contact with at work regardless of their positions are covered under this policy and are expected to comply with this policy and take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any individual who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment or services.

California Specific Policies

California law requires that every two years, all employees receive training to increase their understanding of workplace sexual harassment and provide them with tools to prevent such harassment. This training will include information about preventing harassment based on sexual orientation, gender identity, and gender expression, as well as information about an employee's role in creating an underlying culture of mutual respect in our workplace. Specific components of the training include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not aligned with this policy. New supervisory employees will be trained within six months of assuming their supervisory position, and new non-supervisory employees will be trained within six months of hire.

Employees and applicants may also file complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits. Using our complaint process does not prohibit you from filing a complaint with these agencies. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

California Department of Fair Employment and Housing ("DFEH"): California employees who believe they have been harassed can file a complaint with the DFEH online at <https://calcivilrights.ca.gov/complaintprocess/>. Employees can also file a complaint with California Civil Rights Department ("CRD") at 1-800-884-1684 or at <https://ccrs.calcivilrights.ca.gov/s/> within one year or three years of the alleged discrimination depending on the nature of the case. If CRD finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notice has been issued.

U.S. Equal Employment Opportunity Commission (“EEOC”): U.S. employees who believe they have been harassed can file a “Charge of Discrimination” with the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)); by visiting www.eeoc.gov; or by emailing info@eeoc.gov.

Connecticut Specific Policies

Employees and applicants may also file complaints of discrimination, harassment, or retaliation with the agencies listed below. Using our complaint process does not prohibit you from filing a complaint with these agencies. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney. Connecticut law requires that a written complaint be filed with the Connecticut Commission on Human Rights and Opportunities (CHRO) within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019.

EEOC: U.S. employees who believe they have been harassed can file a “Charge of Discrimination” with the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)); by visiting www.eeoc.gov; or by emailing info@eeoc.gov.

CHRO: Connecticut employees who believe they have been harassed can file a complaint with the CHRO by calling 1-860-541-3400 or 1-800-477-5737; or online at www.ct.gov/CHRO.

New York Specific Policies

All employees will receive annual sexual harassment training.

Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the form located at the end of this document. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the EEOC. Using our complaint process does not prohibit you from filing a complaint with these agencies. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court. Complaints with the DHR may be filed any time within one year or three years of the harassment, depending on when the most recent act of harassment occurred. If an individual did not file at the DHR, they can sue directly in state court under the HRL within three years of the alleged discrimination. An individual may not file with the DHR if they already filed a HRL complaint in state court. The applicable time to file a complaint is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. The DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, the DHR may award relief, which may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney’s fees and civil fines. Complaining with DHR does not extend your time to file with the DHR or in court. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

Additionally, you can call the DHR sexual harassment hotline at 1(800) HARASS-3 for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit. Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC. An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

The New York State Human Rights Law prohibits retaliation and protects any individual who has engaged in a "protected activity." Protected activity occurs, even when the alleged harassment does not turn out to rise to the level of a violation of law, when a person:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

For additional resources, visit: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

Oregon Specific Policies

Blaize will provide a copy of this policy to an employee at the time that the employee discloses information regarding prohibited discrimination or harassment.

Blaize will not require or coerce a former, current or prospective employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault. An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision. Such employee will have at least seven days to revoke any such agreement and will receive a copy of this policy at the time they receive such agreement. Blaize will not offer a settlement on the condition of a request for these terms.

Under this policy: (i) a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement; (ii) a nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company; and (iii) a no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement if applicable, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Harassment Complaint Form

If you believe that you have been subjected to harassment (including sexual harassment) or gender based discrimination, you are encouraged, but not required to, complete this form and submit it to Human Resource. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, Blaize will complete this form and provide you with a copy.

COMPLAINANT INFORMATION

Name:

Work Address:

Job Title:

Work Phone:

Email:

Select Preferred Communication Method (Circle One): Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of is made about:

Name:

Work Address:

Relationship to you: Supervisor

Title:

Work Phone:

Subordinate

Co-Worker

Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment or discrimination occurred:

Is the harassment or discrimination continuing?

Yes

No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Page Properties

Document Information						Workflow Information	
QMS ID			Unique Page ID	Last Modification Date	Latest Page Version	Last Published Date	Last Published Version
Title	Confidentiality	Department Or Product	16092489	16-May-2023	8	17-May-2023	8
QM_POL230_A	Internal only	Human Resource					

Distribution outside of Blaize® is strictly forbidden.