



SUBJECT: Non-Discrimination and Anti-Harassment Policy
DATE ISSUED: March 2020

POLICY:

LifeStraw is committed to a work environment in which all individuals are treated with respect and dignity. Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, LifeStraw expects that all relationships among persons in the office will be business-like and free of unlawful bias, prejudice, and harassment. It is our policy to create a diverse and inclusive environment.

LifeStraw has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. LifeStraw will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policy will be investigated and resolved appropriately.

Any employee who has questions or concerns about this policy should talk with their immediate manager and/or human resources representative.

DEFINITIONS:

For purposes of this Policy, the following definitions apply:

1. Equal Employment Opportunity:

It is the policy of LifeStraw to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. LifeStraw prohibits any such discrimination or harassment.

2. Sexual Harassment:

Sexual harassment includes any action or conduct that threatens or insinuates, either explicitly or implicitly, that a team member's refusal to submit to sexual advances, requests for sexual favors or other physical, verbal or visual conduct will adversely affect the team member's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that demeans the dignity of an team member through insulting, intimidating, or degrading sexual remarks or conduct, or which has the effect of unreasonably interfering with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes

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and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or other electronic or mobile devices); and other verbal, visual, or physical conduct of a sexual nature.

3. Other Harassment:

Other harassment includes, but is not limited to, any verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's race, color, religion, ancestry, national origin, age, sex, gender, pregnancy, marital status, disability, sexual orientation, gender identity, genetic information, military status, veteran status or other personal characteristic protected by applicable federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or that unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following: epithets, slurs or negative stereotyping; mocking or mimicking another's culture, accent, appearance, or customs; threatening, intimidating or hostile acts; denigrating jokes or pranks; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Additionally, this conduct may include microaggressions. Microaggression refers to brief and commonplace daily verbal, behavioral or environmental indignities, intentional or unintentional, that communicate hostile, derogatory or negative prejudicial slights and insults toward any group, particularly the culturally marginalized or a racial minority. Three forms of microaggression include:

1. **Microassaults:** Conscious and intentional actions or slurs. Examples: using racial epithets; displaying swastikas; in a restaurant, deliberately serving white diners before black diners.
2. **Microinsults:** Verbal and nonverbal communications that subtly convey rudeness and insensitivity, thereby demeaning a person's racial heritage or identity. Examples: an employee of color is repeatedly asked how she got her job; with the implication it was through an affirmative action or quota system and not on her own merits; a Latino male speaking fluent English is addressed as "señor" by a non-Spanish speaker.
3. **Microinvalidations:** Communications that subtly exclude, negate or nullify the thoughts, feelings or experiential reality of the target person. Example: Asian-Americans are asked where they are "from," implying that they are perpetual foreigners in their own land.

INDIVIDUALS AND CONDUCT COVERED:

This policy applies with equal force to all LifeStraw team members and applicants for employment, and prohibits harassment whether engaged in by executives, managers, supervisors, co-workers, or non-



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LifeStraw team members, such as customers or suppliers. Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and Company-sponsored social events.

Conduct prohibited by this policy is also unacceptable if done by electronic means, including the use of a LifeStraw computer, the use of the LifeStraw email system, use of a personal computer, use of a portable electronic device whether personal or issued by LifeStraw, use of a personal email account, text messaging, instant messaging, use of the internet, and use of any social media, including but not limited to Facebook, Twitter, or Instagram.

COMPLAINT PROCEDURE:

Any team member who feels that he or she has been a victim of harassment or has witnessed any conduct that may be inconsistent with this policy should report the incident immediately through one of the below methods:

- Your Manager;
- Any representative of the LifeStraw Human Resources Team;
- Any representative of the LifeStraw Legal Team;
- The LifeStraw Whistleblower Hotline at 213-596-1909, or at [LifeStraw Whistleblower Hotline](#)

Any executive, supervisor, manager, or Human Resources representative receiving a complaint of harassment must immediately take steps to ensure that the complaint is promptly addressed and/or investigated. Failure to do so may result in disciplinary action, up to and including dismissal.

RESPONSIVE ACTION:

All complaints will be promptly investigated. The steps to be taken during the investigation cannot be fixed in advance but will vary depending on the nature of the allegations. LifeStraw will maintain confidentiality throughout the investigation to the extent permissible by law and to the extent practicable and consistent with LifeStraw's need to undertake a full investigation or to take appropriate corrective action.

Any team member who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including dismissal.

RETALIATION PROHIBITED:

A team member who reports any conduct that the team member, in good faith, believes to be a violation of this policy, or who is involved in the investigation of any complaint of harassment, will not be subject to reprisal or retaliation in any form. Retaliation is a serious violation of this Policy and should be reported



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immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy.

Any team member who is found to have engaged in retaliation against another team member for reporting harassment or participating in a harassment investigation will be subject to disciplinary action, up to and including dismissal.



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CERTIFICATION
(to be signed by ALL team members)

By signing below, I hereby certify that I have received, read and understand LifeStraw's Non-Discrimination and Anti-Harassment Policy and that I understand that compliance with the terms of the Policy is a condition of my employment.

Printed name of employee

Date

Signature of employee

Date

A copy of this Certification will be maintained in the team member's personnel file.