



## Equal Employment Opportunity (EEO) Policy

Comcast's policy is to provide equal employment opportunities to, and prohibit discrimination against, all applicants and employees without regard to race, color, ethnicity, sex, sexual orientation, gender, gender identity or expression, transgender status for those who are transitioning or have transitioned, reproductive health decisions, religion, creed, age, marital status, national origin, ancestry, citizenship or immigration status, pregnancy or maternity, physical or mental disability, medical condition, veteran status, membership in the uniformed services, genetic information, traits historically associated with race (such as hair texture, hair type and protective hairstyles), or any other trait or status protected by applicable law ("protected characteristics"), which protections shall also cover the perception that an individual has a protected characteristic or associates with a person who has or is perceived as having a protected characteristic, to the extent required by law.

This policy of equal opportunity covers all aspects of the employment relationship, including the application and hiring process, corrective action, promotion and transfer, selection for training opportunities, compensation, termination and the application of service, retirement and employee benefit plan policies. Consistent with this policy, Comcast is committed to making employment decisions based on merit, qualifications, business needs, and other job-related criteria without regard to an individual's actual or perceived protected characteristic(s).

## Reporting Violations

Comcast is committed to creating an environment where you feel comfortable speaking up without fear of retaliation. No matter the question or concern — whether it involves a workplace or applicant experience issue, a concern about suspected illegal or unethical conduct, or any other matter — we want you to speak up and we've made it easy to do so.

The **Comcast NBCUniversal Listens** program provides several channels for speaking up without fear of retaliation. Employees and applicants can call the program helpline (1-877-40-LISTENS or 1-877-405-4783) or visit [www.ComcastNBCUniversalListens.com](http://www.ComcastNBCUniversalListens.com) to make a report. In the United States (and in other geographies as permitted by law), your report may be made anonymously.

The company cannot guarantee that an individual's concern will be resolved to his/her satisfaction. In each case, however, the company values the opportunity to hear your perspective and review the concerns raised.

Nothing in this or any other Comcast policy limits your ability to communicate with or provide information to any governmental agency or commission, including the U.S. Securities and Exchange Commission, regarding possible legal violations without disclosure to Comcast, as protected under applicable whistleblower laws.



## Anti-Retaliation Policy

Comcast strictly prohibits any form of retaliation against an employee or applicant who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of Comcast's [Code of Conduct](#), policies, or applicable laws, regulations or contracts. Comcast prohibits individuals from being retaliated against even if their underlying complaint is ultimately unsubstantiated, unless the individual knowingly made a maliciously false allegation, knowingly provided maliciously false or misleading information in the course of an investigation, or otherwise acted in bad faith.

This policy is designed to ensure that all employees and applicants feel comfortable speaking up when they see or suspect illegal or unethical conduct (and/or when they participate in an investigation relating to such concerns) without fear of retaliation. No employee should be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any other manner as a result of his or her making a complaint in good faith (or assisting in good faith in the handling or investigation of a complaint). Likewise, no decisions with regards to an application for employment should be influenced in any way by an applicant's complaint lodged in good faith (or assisting in good faith in the handling or investigation of a complaint).

Any complaint or concern about a possible violation of this policy can be reported through one of the channels identified in Reporting Violations section (which includes avenues for anonymous reporting). Complaints will be promptly reviewed and, if appropriate, investigated.

## Reasonable Accommodation Policy

At times, qualified individuals with disabilities may need a reasonable accommodation in order to perform the essential functions of their position. Similarly, while Comcast has taken steps to make its online job application and portal accessible, there may be occasions where a reasonable accommodation may be required for a qualified applicant to complete an application or related skills assessment.

Comcast is ready and willing to discuss requests for reasonable accommodations that will enable an employee to perform his/her essential job functions. There are many forms of assistance that may be available to employees who may have such a need due to a disability. Comcast's practice is to engage in an interactive dialogue with an employee requiring assistance (and/or the employee's health care provider, as permitted by applicable law) in order to determine if and what kind of accommodation is needed. Employees who would like to discuss an accommodation need should contact their Human Resources Representative or submit a request via an alternate method as detailed in the Employee Handbook.

Applicants requiring an accommodation or assistance with the online application, assessment, or other activity during the application and hiring process can refer to the **Accommodations** section of our job application portal here: <https://jobs.comcast.com/accommodations>.

Any complaint or concern about a possible violation of this policy should be reported to Human Resources and/or through one of the channels identified in the Reporting Violations section above. Complaints will be promptly reviewed and, if appropriate, investigated. Complaints brought under this policy are covered by the company's Anti-Retaliation Policy.

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of activities employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# **“EEO is the Law” Poster Supplement**

## **Employers Holding Federal Contracts or Subcontracts Section Revisions**

*The Executive Order 11246 section is revised as follows:*

### **RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **PAY SECRECY**

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

*The Individuals with Disabilities section is revised as follows:*

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

*The Vietnam Era, Special Disabled Veterans section is revised as follows:*

### **PROTECTED VETERANS**

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

*Mandatory Supplement to EEOC P/E-1(Revised 11/09) “EEO is the Law” Poster.*

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | [www.dol.gov](http://www.dol.gov).



## PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Comcast will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.