



## 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.



# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors 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.

### Asking About, Disclosing, or Discussing Pay

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

### Disability

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 by Federal contractors. 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.

### Protected Veteran Status

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.

### Retaliation

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities 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)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## 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 activities 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 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.



## **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.