

## **NEW YORK SUPPLEMENT TO EMPLOYEE HANDBOOK**

This addendum is a supplement to Zippo Employee Handbook (“Handbook”), specifically covering Company policies regarding New York state and local employment provisions. In addition to the Handbook, the following policies apply only to employees who are employed by Zippo (the “Company”) in New York.

Where not modified herein, the policies and procedures in the Handbook continue to apply to all employees, including the At-Will Employment policy. To the extent policies in the Handbook conflict with this supplement, the policy or provision that is more generous or favorable to the employee will govern.

### **New York Jury Duty Leave**

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. New York employees will receive up to \$40 of their regular wages during each of the first three days of paid jury duty leave, except that amount will be offset by any compensation received for serving as a juror, as long as the total amount equals at least \$40 per day.

### **New York Voting Leave**

Any employee whose work schedule does not provide him or her with four consecutive hours to vote while polls are open will be granted up to two paid hours to vote; any additional time off will be without pay, unless the employee elects to use any accrued vacation or personal time that might be available. The Company reserves the right to select the hours you are excused to vote. Employees must notify the employee’s direct supervisor of the need for voting leave at least two days before the election, and must present a voter’s receipt upon return from leave.

### **New York Bone Marrow or Blood Donation Leave**

Employees working on average at least 20 hours per week who wish to donate bone marrow may take up to 24 hours of unpaid time off in order do so. Prior to taking leave, the employee must provide medical verification of the purpose and length of each leave request. Employees working on average at least 20 hours per week who wish to donate blood may take three hours of unpaid time off in order do so in any 12-month period. Employees may choose to use any available accrued vacation in lieu of using leave under this policy. Any unpaid leave under this policy will not accrue or carry over to the next year.

### **New York Crime Victim Leave**

An employee who is the victim of a crime or who is the next of kin of a victim who is deceased as a result of the crime, the representative of a victim, a good Samaritan, is pursuing a protective order, is subpoenaed to attend a criminal proceeding as a witness, or who exercises their rights as a victim may take unpaid time off in order to attend related judicial proceedings, to apply for or seek enforcement of protective orders, to consult with the district attorney, or to exercise other rights. An employee may elect to use any accrued vacation or personal time for this leave.

If feasible, the employee must notify the employee's direct supervisor of the need for leave in advance. When advance notice is not feasible or an unscheduled absence occurs, the employee must, within a reasonable time after the absence, provide the employee's direct supervisor with documentation evidencing the judicial proceeding or other information detailing the need for the leave. To the extent allowed by law, the Company will maintain the confidentiality of any employee who requests leave for these purposes.

### **New York Military Spouse Leave**

Employees who work for an average of 20 hours or more each week and whose spouse is a member of the armed forces of the United States, national guard or reserves and has been deployed during a period of military conflict to a combat theater or combat zone of operations shall be allowed up to ten days unpaid leave during the time that the employee's spouse is on leave from the military service.

Employees needing such leave should consult with the Human Resources department as soon as possible to schedule leave so as to not unduly disrupt operations, and must take any accrued vacation or personal time concurrently with the unpaid military spouse leave. The Company reserves the right to require the employee to provide documentation from the proper military authorities to verify the employee's eligibility for the leave.

### **New York Emergency Responder Leave**

The Company will not discharge or take any other disciplinary action against any employee who fails to report for work at the beginning of the employee's regular working hours if the employee failed to do so because the employee was responding to a declared local or state emergency in the employee's capacity as a volunteer emergency responder. Any such missed time will be unpaid. In order to take advantage of this provision, an employee must provide the Company with advance written documentation notifying the Company of the employee's status as a volunteer emergency responder.

If time permits, when an employee is responding to an emergency, the employee shall notify the Company that the employee will not report to work at the appointed time. At the request of the Company, the employee shall provide documentation verifying that the employee was responding to an emergency call and the time of release from the call.

### **New York State Disability Benefits**

State law in New York requires the Company to provide a short-term disability plan for non-work related injury or illness (including disability due to pregnancy). If you become disabled and cannot work for 8 consecutive days, you may be entitled to benefits under this plan. For eligibility requirements and a detailed explanation of the disability benefits, please refer to the short-term disability summary plan description and the governing plan documents.

Employees who apply for this benefit must do so within 30 days from the first day of disability and must provide written notice and proof of disability including a doctor's certificate stating the nature of the disability and your expected date of return to work.

Each employee located in the state of New York contributes towards disability insurance through an automatic payroll deduction pursuant to the New York Unemployment

Insurance Code. Employees may obtain further information about state disability benefits from the Benefits Administrator.

### **New York Work Breaks**

When an employee works a period of more than six hours that extends over the hours 11 a.m. to 2 p.m., he or she must take a 30-minute meal break within that period. Employees on a work period starting before 11 a.m. and continuing later than 7 p.m. must take an additional break of at least 20 minutes between 5 p.m. and 7 p.m. Employees will not be responsible for performing work during these breaks.

### **New York Break Time for Breastfeeding**

Employees may take reasonable unpaid break time (or may use paid break or meal time) each day to express breast milk for her nursing child for up to three years following child birth. The Company will make reasonable efforts to provide a room or other location, in close proximity to the work area, where the employee can express milk in private.

### **New York Supplement to Drug and Alcohol-Free Workplace Policy**

The Company will not reject an applicant, or take adverse action against an employee, based solely on a positive drug test. Rather, the Company will consider whether the positive test result pertains to the applicant or employee's ability to perform the position at issue.

An applicant or employee who tests positive for a drug or alcohol test may request for a retest from a reputable laboratory of his or her choice.

### **New York Paid Sick Leave**

Eligible employees are eligible to accrue paid sick leave ("PSL") in accordance with state law. Employees will accrue one hour of PSL for every 30 hours worked in New York. If the Company employs between 1-99 employees, then employees can accrue up to 40 hours of PSL each year and may use up to 40 hours of PSL each year; if the Company employs 100 or more employees, then employees can accrue up to 56 hours of SL each year and may use up to 56 hours of PSL each year. Accrued, unused PSL will carry over to the next year. Employees begin accruing PSL on September 30, 2020, or upon hire if hired after that date. Employees may begin using PSL on January 1, 2021; thereafter employees may use PSL immediately upon accrual.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case PSL will accrue based on those regular working hours.

PSL may be used in increments of four (4) hours or more for any of the following:

- The employee's or their family member's mental or physical illness, injury, or health condition, or for the diagnosis, care or treatment of same, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that the employee requests the sick leave, or for preventive care; or

- If the employee or their family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking:
  - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - to participate in safety planning, to relocate temporarily or permanently, or to take other actions to increase the safety of the employee or employee's family members;
  - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in, any criminal or civil proceeding;
  - to file a complaint or domestic incident report with law enforcement;
  - to meet with a district attorney's office;
  - to enroll children in a new school; or
  - to take any other actions necessary to ensure the health or safety of the employee or their family member or to protect those who associate or work with the employee.

Family member means an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner. Parent means a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. Child means a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of paid sick leave to the extent permitted by law.

The Company will not discriminate or retaliate against an employee for requesting or using PSL in accordance with this policy. Accrued, unused PSL will not be paid out upon termination of employment.

### **New York City Sick Leave**

Employees are eligible to accrue sick leave ("SL") for hours worked in New York City. SL will be unpaid. Employees will accrue one hour of SL for every 30 hours worked in New York City, up to a maximum of 40 hours per calendar year. Accrued, unused SL will carry over to the next year. Employees may use up to 40 hours of SL per year. SL begins accruing upon hire and is available for use after 120 days of service with the Company.

Exempt employees are deemed to work 40 hours per week for purposes of this policy, unless their regular working hours are less than 40 hours per week, in which case SL will accrue based on those regular working hours.

SL may be used in one hour increments for any of the following: (1) the employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care; (2) care of a family member who needs medical diagnosis, care or treatment

of a mental or physical illness, injury or health condition or who needs preventive medical care; (3) closing of business due to a public health emergency; (4) need to care for a child whose school or childcare provider closed due to a public health emergency; or (5) for reasons relating to the employee or employee's family member's status as a victim of domestic violence, sexual assault, stalking, or human trafficking. Family member means a child, spouse, domestic partner, parent, sibling, grandchild or grandparent, the child or parent of an employee's spouse or domestic partner, or any other individual related by blood to the employee and any other individual whose close association with the employee is the equivalent of a family relationship.

If the need for SL is foreseeable, the employee shall provide reasonable advance notification. If the need for SL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The Company reserves the right to require documentation of the appropriate use of paid sick leave to the extent permitted by law.

Accrued, unused SL will not be paid out upon termination of employment.

SL will run concurrently with any available time off, such as vacation, personal time, or authorized absences.

### **Domestic Violence Accommodation**

The Company will make reasonable accommodations to enable a person who is a victim of domestic violence, or a victim of sex offenses or stalking to satisfy the essential requisites of a job provided that the status of a victim of domestic violence or a victim of sex offenses or stalking is made known to or should have been known by the Company, so long as providing the accommodation does not cause undue hardship in the conduct of the Company's business. The Company reserves the right to request certification of an employee's victim status.

### **New York Pregnancy Accommodation**

The Company will reasonably accommodate the needs of an employee for a pregnancy-related condition, unless doing so would impose an undue hardship on the Company. A pregnancy-related condition is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques where the condition does not prevent the employee from performing his or her job with a reasonable accommodation. It is the employee's responsibility to provide the Company with any medical information needed to verify the existence of a pregnancy-related condition, if the Company requests such information.

### **New York City Temporary Schedule Change**

An employee in New York City who has been employed by the Company for more than 120 days and worked more than 80 hours during the calendar year may request a temporary schedule change to address qualifying personal events up to two times per year for the duration of no more than one business day or once per year for the duration of no more than two business days. A personal event must be one of the following:

- The need for an employee to provide care to a minor child or individual with a disability under the employee's care who resides with the employee or is the employee's family member;
- The need to attend a legal proceeding or hearing for subsistence benefits to which the employee, an employee's family member or an individual under the employee's care is party to; or
- Any circumstance that would qualify for use of safe/sick leave under the New York City Paid Sick Leave policy.

The employee shall notify Human Resources of the need for such an accommodation as soon as they become aware of the need and within two days of returning to work, the employee must state in writing the date for which the schedule change was requested and that the request was made for a qualifying personal event. The Company will respond to the request, and within 14 days, indicate in writing whether the request is granted, and if not, an explanation for the denial. The Company will not retaliate against an employee for requesting schedule changes. Employees are not required to use sick leave for temporary schedule changes under this policy.

### **New York Paid Family Leave (NYPFL)**

The Company provides up to 12 weeks of NYPFL in a 52-week period to eligible New York employees, as described further below. For the duration of the NYPFL leave, eligible employees will receive a portion of their average weekly wage or a portion of the state average weekly wage, whichever is less. Employees who work an average of at least 20 hours per week become eligible for NYPFL leave after working 26 consecutive weeks for the Company. Employees who work an average of less than 20 hours per week become eligible for NYPFL leave after working 175 days for the Company.

Eligible employees may take NYPFL leave for the following reasons:

- To provide care for a close relative (child, parent, parent-in-law, grandchild, grandparent, spouse, or domestic partner) who has a serious health condition;
- To care for and/or bond with the employee's newborn child (or newly placed adoptive or foster child) within the first 52 weeks of the child's birth (or within 52 weeks of the placement of adoption or foster care);
- To perform work necessary for the placement of adoption or foster care to proceed (this may occur prior to the actual placement for adoption or foster care); and/or
- To address a qualifying exigency arising from the service of a family member in the armed forces of the United States

### Duration & Amount of Paid Leave

The duration of leave and the amount of pay employees may receive under the NYPFL depends upon the time period in which the qualifying leave is taken, as depicted in the chart below:

Qualifying Leave Initiated On or After	Maximum Weeks of Leave Available in a 52-Week Period	Maximum percentage of employee's average weekly wage or state average weekly wage, whichever is less
1/1/2018	8	50%
1/1/2019	10	55%
1/1/2020	10	60%
1/1/2021 and beyond	12	67%

An employee may use NYPFL leave only in daily or weekly increments. If an employee elects to take NYPFL leave in daily increments (rather than as a weekly benefit), the employee's maximum period of NYPFL leave is calculated based on the average number of days worked per week with a maximum of 60 days per year for employees working at least five days per week. Thus, for example, an employee that works three days per week will receive:

- During 2018, the equivalent of three days per week for eight weeks, or a maximum of 24 days in any 52 consecutive week period.
- During 2019-2020, the equivalent of three days per week for ten weeks, or a maximum of 30 days in any 52 consecutive week period.
- During 2021 and beyond, the equivalent of three days per week for twelve weeks, or a maximum of 36 days in any 52 consecutive week period.

The daily benefit for employees who take NYPFL leave in daily increments will be calculated based on the employee's average weekly wage (or the state average weekly wage, if less) divided by the average number of days the employee worked per week.

Employees may not take NYPFL leave for partial days worked. If the employee works any portion of a day, he or she is ineligible for NYPFL for that day; however, the employee may be able to utilize other leave (such as unpaid leave taken pursuant to the Family Medical Leave Act ("FMLA")) to account for partial days worked.

### Requesting Leave

To receive paid leave benefits under the NYPFL, an eligible employee must:

1. Provide notice of his or her leave request to the Human Resources Department
2. Complete and submit the Request for Paid Family Leave Form required by the Company's carrier, UNUM. Such forms are available from the Human Resources Department and should be submitted when completed to the Sr. Benefits Manager, who can be reached at 814-368-2980.

Please note, it is the employee's responsibility to submit the leave notice and proof of claim documentation to the insurance carrier.

### Notice of Leave

If the employee's need for NYPFL leave is foreseeable, he or she must give the Company at least 30 days' prior written notice. If the need for leave is not foreseeable, the employee must give notice as soon as practicable (within one to two business days of learning of the need for leave), except in extraordinary circumstances. Failure to provide such notice may be grounds for delaying or denying NYPFL-protected leave, depending on the particular facts and circumstances. The Company has NYPFL request forms available from the Human Resources Department. Please submit a written request, using this form, when requesting leave.

Additionally, if the employee's family member is planning a medical treatment or a series of treatments, or is taking military caregiver leave, the employee must consult with the Company first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member (if applicable) and the Company.

#### Certification of Need for Leave

Proper documentation is required to support an employee's request for any type of qualifying leave under the NYPFL.

For leave related to any of these types of leave, the employee (and the relevant health care provider of the family member, if applicable) must supply appropriate certification. The employee may obtain NYPFL Certification forms from the Human Resources Department. When the employee requests leave, the Company will notify the employee of the requirement for certification and when it is due (at least 15 days after the employee requests leave). If the employee provides at least 30 days' notice of leave, the employee should also provide the certification before leave begins. Failure to provide requested certification in a timely manner may result in denial of NYPFL-covered leave until it is provided.

The Company also reserves the right to require certification of a covered military member's active duty orders or other documentation issued by the military if the employee is requesting leave in connection with military exigency.

#### Coordination with Other Types of Leave

If the requested leave meets the criteria under both the FMLA and the NYPFL, the benefits available under the FMLA must be used concurrently with NYPFL leave benefits. In the event that the employee takes FMLA leave to care for his or her own serious health condition, the use of such leave will not deplete the amount of NYPFL leave the employee may take in a 52-week period.

Employees may not concurrently receive New York disability benefits or paid sick leave under the New York City Earned Sick Leave Act at the same time they are receiving benefits under the NYPFL. Employees are not required to use any accrued paid time off during the time NYPFL is being taken; however, they may elect to do so to receive their full salary while on NYPFL leave.

#### Medical and Other Benefits

During approved NYPFL leave, the Company will maintain the employee's health benefits as if the employee continued to be actively employed. The employee must continue to make any normal contributions to the cost of the health insurance premiums through a regular payroll deduction during the period of paid leave. If the employee's earnings are not sufficient to cover the employee portion of the premiums, the employee must provide payment for his or her portion of the premium. The employee's health care coverage will cease if his or her premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send the employee a letter to this effect. If the Company does not receive the employee's premium payment within 15 days after the date of this letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.

#### Waiver of Benefits

An employee has the option to file a waiver of family leave benefits if (1) his or her regular employment schedule is 20 hours or more per week but the employee will not work 26 consecutive weeks; or (2) if his or her regular employment schedule is less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period. Within eight weeks of any change in the regular work schedule of an employee that requires the employee to continue working for 26 consecutive weeks or 175 days in a 52 consecutive week period, any waiver filed under this section shall be deemed revoked. Please see the Human Resources Department for a waiver form.

#### Dispute Subject to Arbitration

Claim-related disputes – including disputes regarding eligibility, benefit rate, and duration of paid leave – arising under the NYPFL are subject to arbitration as set forth in section 221 of the New York Workers' Compensation Law. Any employee who seeks to initiate such arbitration proceedings must submit the request for arbitration within 26 weeks of written notice of denial of the claim for NYPFL leave. The employee must also submit a complete copy of the request for arbitration to the other parties to the claim.

#### **New York Policy on Sexual Harassment**

The Company is committed to maintaining a workplace free from sexual and other unlawful harassment. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment. This policy applies to employees, applicants, paid or unpaid interns, contractors and other persons conducting business with the Company.

#### Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. The Company prohibits sexual harassment, including verbally or physically harassing conduct such as words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex (including that individual's pregnancy, childbirth, breastfeeding, or medical conditions relating to pregnancy, childbirth or breastfeeding),

sexual orientation or gender (including that individual's gender identity and gender expression), regardless of the harasser's sex or gender. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A type of sexual harassment known as "quid pro quo" harassment 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. Only supervisors and managers are deemed to engage in this kind of harassment, because co-workers do not have the authority to grant or withhold benefits.

The Company will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, suggestive or obscene letters, unwelcome sexual advances or requests for sexual favors);
- Physical (for example, assault, inappropriate physical contact or impeding or blocking movements);
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures); or
- Retaliatory (for example, threatening retaliation or taking retaliatory action).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. The Company prohibits sexual harassment by employees, other workers and representatives (including vendors, customers and visitors). Harassment can occur in the workplace, after hours, or on social media. It should always be reported and will not be tolerated by the Company. Employees of any level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or knowingly allow such behavior to continue, will be subject to remedial and/or disciplinary action, up to and including termination of employment.

### Retaliation

The Company will not retaliate against any employee for exercising their rights in accordance with this policy. Employees shall not be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assist in any investigation of a sexual harassment complaint. Such retaliation is unlawful under federal, state, and (where applicable) local law.

An employee who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination of employment. Employees who believe they have been subject to such retaliation should inform Human Resources immediately.

### Reporting Sexual Harassment

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly report the conduct, either orally or in writing. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. A written complaint form is available from Human Resources; employees are encouraged to use this form.

Supervisors and managers who observe harassing conduct, or who receive any complaints of misconduct must report the conduct or complaint to Human Resources so that an investigation can be made and corrective action taken, if appropriate. Supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

The Company will ensure that a fair, timely, and thorough investigation is conducted by qualified personnel in an impartial manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company will maintain appropriate documentation and tracking to ensure reasonable progress is made. At the close of the investigation, the Company will consider appropriate options for remedial actions and resolutions. If misconduct is found, the Company shall take prompt, corrective action, up to and including termination of employment as appropriate. The Company will maintain confidentiality to the extent possible. You will be informed of the results of the investigation.

The Company is committed to enforcing this policy. The effectiveness of our efforts depends in part on employees telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should report it immediately.

In addition to the Company's internal process for reporting harassment, any person who believes they have been subjected to conduct in violation of this policy has the right to contact and file a complaint with various governmental agencies. A complaint alleging violation of the New York Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court. The DHR serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the DHR finds probable cause to establish that harassment occurred, it can order a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR can order monetary damages and fines, promotion, reinstatement or changes in company policies. You may file a complaint with the DHR within one year of the alleged harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. Complaining internally to the Company does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. DHR's main office

contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov). The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (42 U.S.C. § 2000e et seq.). You can file a complaint with the EEOC, at no cost, within 300 days from the harassment. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. 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. The EEOC may be contacted by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If you file a complaint with DHR, DHR will file the complaint with the EEOC.

Employees in New York City may also file complaints of sexual harassment with the New York City Commission on Human Rights. Call 718-722-3131 or visit [NYC.gov/HumanRights](http://NYC.gov/HumanRights) to fill out an online complaint form.