

Policy Statement:

Everyone is entitled to respectful treatment in the ideastream workplace. Being respected means being treated honestly and professionally, with each person's unique talents, background, and perspectives valued. A respectful workplace is free from bullying, violence harassment and discrimination. It is a work environment that is free of inappropriate or unprofessional behavior and consistent with ideastream's ethics and values – a place where everyone can do his or her best, and where people are free to report workplace concerns without fear of retaliation or reprisal.

Purpose:

This Policy helps to ensure that people are treated with dignity and respect in the ideastream workplace. It also reinforces our commitment to compliance with laws prohibiting discrimination, harassment, and reprisal. This Policy applies to all employees and may apply to those acting on behalf of ideastream. This Policy extends to treatment of ideastream guests, volunteers, interns and donors. This Policy applies to all locations and situations where ideastream business is conducted.

In addition, ideastream operates under the Public Media Code of Integrity to ensure the highest standards of journalism, ethics and integrity and protect ideastream's reputation. That Principle provides a common set of values to guide actions and decisions not covered by a specific policy or rule.

Policy on Respectful Work Environment

ideastream's goal is to have a work environment that reflects and values the best in everyone, where people treat each other respectfully and professionally, and where individual differences are valued. Any unprofessional or inappropriate behavior, even if not illegal, interferes with that goal and will not be tolerated. This Policy applies in the workplace and to outside activities and interactions that can affect the workplace, such as work events, other ideastream-sponsored activities, and off-the-clock casual interactions with other employees.

Policy Against Unlawful Discrimination

ideastream prohibits all forms of illegal discrimination against applicants, employees, contractors, volunteers, trustees or anyone doing business with ideastream. Discrimination laws prohibit discrimination based on race, color, age, gender, national origin, disability,

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religion, sexual orientation, marital status, pregnancy, or genetic information, as well as other protected classifications.

Policy Against Harassment

Harassment is prohibited by ideastream. Harassment is unwelcome conduct toward an individual that creates an intimidating, hostile, or offensive work environment. While it is not easy to define precisely what harassment is, harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

Examples of harassment that may violate the law and will violate this Principle include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on personal traits such as age, disability, marital status, national origin, race or color, religion, sex, sexual orientation, or gender identity.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as offensive pictures, cartoons, drawings, or gestures.

Sexual Harassment

Sexual harassment is a form of harassment that is based on a person's gender or that involves a request or demand for sexual favors by someone in authority, where the demand is tied to hiring, promotion, termination, or any other condition of employment. Although having a consensual romantic relationship with another ideastream employee is not harassment, harassment may occur if either person in the relationship engages in workplace conduct that is inappropriate or unwelcome.

Every ideastream employee has a role to play in achieving a respectful workplace

A respectful workplace requires the participation of all employees. Remember:

- ideastream expects respectful and professional behavior at all times, no matter the situation. Be sensitive to how others may perceive your actions and remember that your actions reflect on you and ideastream.
- This Policy applies to activities and interactions outside of work that can affect the workplace, including business entertainment, team building outings, conferences,

and other meetings and activities relating to ideastream business. Venues and activities where ideastream business is conducted should be professional, appropriate, and consistent with ideastream's values and reputation.

- We are all human, and sometimes we make mistakes. In some cases, a person may make a comment or do something that was not intended to offend, but it has that effect. Treating each other with respect means being honest and open enough to let a colleague know if you have been hurt or offended. Respect also means that if a colleague tells you that you have done something to offend, you should respond in a respectful fashion and treat that colleague respectfully in the future. That type of respectful dialogue may address many situations, but if you need help dealing with inappropriate workplace behavior, you should contact ideastream's Human Resources for assistance.

How to Report a Violation

Most reports of suspected violations of this Policy are made to ideastream Human Resources. If you feel you are the recipient of, or witness to, behaviors that are in violation of this policy, or if you become aware of an incident of harassment, discrimination or a hostile work environment, whether by witnessing the incident or being told of it, please contact the Human Resources Director, your direct supervisor, a senior manager or staff officer. Employees can also use the Compliance Line listed in the "Whistleblower" policy.

Investigation and Response

For any report or complaint of discrimination, harassment, or other violation of this Policy, ideastream will review the concerns and may conduct an investigation. When ideastream becomes aware of a report or incident, it is obligated by law to investigate and, if warranted, take prompt and appropriate remedial action. In appropriate cases, ideastream may take disciplinary action, up to and including termination, against those violating this Policy.

After a report or complaint is made, ideastream will research the issue further, determine a response to the complaint, and follow up with the party making the complaint in a timely manner on ideastream's intended response and course of action. To respect the privacy and confidentiality of all people involved, ideastream may not share specific details of the discipline or other action taken, and will use all reasonable efforts to honor requests for anonymity and make sure the person making the complaint feels safe during work-time until the complaint is resolved.

ideastream Management Responsibility

Every ideastream supervisor and manager is responsible for ensuring that ideastream provides a respectful workplace. This includes ensuring that complaints of discrimination, harassment, or inappropriate or unprofessional behavior are handled properly and effectively, in partnership with Human Resources.

Retaliation is Prohibited

Making a good faith report on inappropriate behavior in the ideastream workplace will not jeopardize that person's job, role or standing.