

### **Equal Employment Opportunity and Anti-Harassment**

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#### **REASON FOR POLICY**

BAE Systems, Inc. (“BAE Systems”) is an equal opportunity employer and complies with all applicable federal, state, and local anti-discrimination laws, orders, directives and regulations.

BAE Systems administers all employment decisions on a nondiscriminatory basis without regard to Your or an applicant’s Race, Color, Religion, Sex, gender, National Origin, ancestry, age, status as a Qualified Individual with a Disability, genetic information, pregnancy status, medical condition, marital status, Sexual Orientation, status as a U.S. veteran, Gender Identity or expression, or any other characteristic protected by applicable federal, state, or local law. In addition, BAE Systems prohibits Harassment on the basis of these protected characteristics. This Policy extends to all terms, conditions, and privileges of employment, including, but not limited to job advertisement, recruitment and hiring, promotion, demotion, job transfers, layoff and termination, compensation, benefits, education and training, reasonable accommodation due to disability or Religion, work assignments, social and recreational programs, and other working conditions.

In accordance with this Policy and the BAE Systems Code of Conduct, You are responsible for promoting a work environment that is free of discrimination and Harassment and encourages dignity and respect for others. BAE Systems does not tolerate discrimination or Harassment by any employee. Overall responsibility for the establishment and enforcement of this Policy is vested with the President & CEO of BAE Systems, Inc.

The purpose of this Policy is to identify and define BAE Systems’ policy regarding Equal Employment Opportunity and Harassment in the workplace.

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#### **WHO THIS POLICY APPLIES TO**

You are covered by this Policy if You are an employee at any of the Inc. Businesses. Nothing in this Policy creates a co-employment relationship between You and any Inc. Business.

BAE Systems will communicate the requirements of this Policy to outside firms responsible for providing temporary workers and employment candidates to BAE Systems. This Policy applies to any Harassment that occurs during Your employment, or application for employment, regardless of whether it occurs on the premises of an Inc. Business workplace, in a remote work or virtual environment, or at a work-related setting, such as business trips, customer sites, or BAE Systems social events and functions.

If You are subject to a collective bargaining agreement (CBA), the CBA will govern any conflict with this Policy, with the exception of those provisions mandated by law.

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## POLICY

### A. Equal Employment Opportunity Practices

1. BAE Systems is committed to equal employment opportunity, which means that You, and all applicants, have access to employment and advancement opportunities on the basis of qualifications, performance, and other job-related factors, without regard to Your membership in one or more protected classes. To this end, BAE Systems is committed to taking reasonable steps to prevent unlawful discrimination from occurring.
2. BAE Systems is committed to providing a reasonable accommodation to employees and applicants so individuals with disabilities may enjoy full access to equal employment opportunity. If an applicant or employee requests a reasonable accommodation because of a disability, BAE Systems will engage in an interactive dialogue. BAE Systems will provide a reasonable accommodation to its employees and applicants, if the reasonable accommodation will allow the individual to perform the essential functions of the job, unless doing so will create an undue hardship. If an applicant or employee requests a reasonable accommodation because of pregnancy, childbirth or related medical condition, BAE Systems will engage in an interactive dialogue and will provide a reasonable accommodation, which may include temporary reassignment or adjustment of duties, unless doing so would create an undue hardship. Your Inc. Business is responsible for determining the most appropriate accommodation to be made, if any.
3. BAE Systems is also committed to providing a reasonable accommodation to You and applicants because of Your Religion. BAE Systems will engage in an interactive dialogue with You for a request of a reasonable accommodation because of Your religious beliefs. BAE Systems will provide a reasonable accommodation to You and/or an applicant, unless the accommodation will result in an undue hardship to Your Inc. Business. Your Inc. Business is responsible for determining the most appropriate accommodations to be made, if any.
4. BAE Systems will not refuse to hire or terminate You because of Your citizenship or National Origin. Further, in verifying or re-verifying Your eligibility to work (e.g., in the U.S., through the E-Verify process and form I-9), BAE Systems will not treat You, or a candidate for employment, differently because of Your citizenship or National Origin. Notwithstanding any of the foregoing, when required or permitted by applicable law, regulation, or other Governmental directive (e.g., in the U.S., to meet International Traffic in Arms Regulations (ITAR) compliance or security

clearance requirements), BAE Systems will conduct a separate and discrete review of Your, or the candidate's, eligibility to meet such position requirements, including where applicable, Your citizenship or National Origin. Failure to meet such eligibility requirements may result in reassignment or termination, or preclude a candidate from being hired.

5. BAE Systems will not discharge, or in any other manner, discriminate against You or applicants because You have inquired about, discussed, or disclosed Your own pay or the pay of another employee or applicant. However, if You have access to the compensation information of other employees or applicants as a part of Your essential job functions, or as a privileged user of Company systems, You cannot use that information for personal gain nor disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:
  - (i) In response to a formal complaint or charge;
  - (ii) In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by BAE Systems; or
  - (iii) Consistent with BAE Systems' legal duty to furnish information.
6. BAE Systems is committed to complying with its obligations under Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), by taking positive actions and making good-faith efforts to ensure equal employment opportunities without regard to disability or veteran status. BAE Systems' commitment in this regard does not require or permit any quota systems.
7. Implementation of this Policy will be the responsibility of the Inc. SVP & Chief Human Resources Officer (or designee).

## **B. Harassment**

1. Any type of Harassment or Sexual Harassment, whether engaged in by fellow employees, supervisors, or non-employees with whom You or applicant comes into contact during the course of employment (e.g., customers, vendors, suppliers, etc.) or application for employment, is contrary to this Policy and will not be tolerated.
2. Examples of harassing conduct that violate this Policy and will not be tolerated include, but are not limited to:
  - (i) Verbal or physical contact related to a person's protected class (e.g., epithets, belittling jokes, slurs, or negative stereotyping);

- (ii) Threatening, intimidating, or hostile acts that relate to a person's protected class;
  - (iii) Display or circulation in the workplace of written or graphic material that demeans or shows hostility or aversion toward an individual or group because of his or her protected class; and
  - (iv) "Jokes," "pranks," or other forms of "humor" that are demeaning and/or hostile with regard to a person's protected class.
3. Examples of Sexual Harassment that violate this Policy and will not be tolerated include, but are not limited to:
- (i) Unwanted sexual advances, including sexual flirting and propositions;
  - (ii) Direct or implied requests for sexual favors;
  - (iii) Verbal, nonverbal, or written communications of a sexual nature (such as sexual innuendo and language), suggestive or lewd comments, comments about an individual's dress or physical appearance, gestures, leering, sexually oriented jokes or teasing, or using sexually degrading words to describe an individual;
  - (iv) Display of visual objects, images, pictures, or printed matter of a sexual nature, such as sexually suggestive or pornographic pictures, videos, cartoons, or posters; and
  - (v) Unwanted physical contact or conduct of any kind, including touching, patting, pinching, purposefully brushing against, assaulting, impeding, or blocking movements.
4. Harassment and Sexual Harassment include any of the above types of behaviors initiated using electronic media, including, but not limited to blogs, text messages, e-mails, social networking, message boards, and/or instant messaging. Further, statements or actions need not be intended to be offensive to be in violation of this Policy.
5. The behavior and materials described above also extend to the virtual or remote work environment, and can include having materials visible in the background of Your home or work area during a virtual meeting.

### C. Personal Relationships in the Workplace

Your personal relationships in the workplace, such as dating, romantic, or sexual must be carefully managed to ensure the effective operation of the workplace. The following considerations apply:

1. Your relationships must not create an uncomfortable work environment for others.
2. Your relationship with another employee may not be a direct supervisory, disciplinary, or evaluative responsibility with respect to the other employee.
3. You must disclose to Human Resources and/or Your management chain immediately of Your potential control or influence over the terms and conditions of employment for someone You are romantically or sexually involved with. Failure to do so is a serious violation.
4. If You have been involved in a romantic or sexual relationship with another employee and You believe that You have been adversely affected by such a relationship, notwithstanding its disclosure, You must make Your views about the matter known to management and/or Human Resources.
5. This Policy will apply without regard to Your gender, Gender Identity or expression, or Sexual Orientation.

### D. Reporting and Responding to Concerns

1. If You experience or witness what You perceive to be discrimination or Harassment in violation of this Policy, You are required to immediately report the alleged act to one or more of the following:
  - (i) Your immediate supervisor, supervisor's manager, or any member of management;
  - (ii) Your Human Resources Department representative; and/or
  - (iii) Your business conduct (ethics) officer or the BAE Systems, Inc. Ethics Helpline.
2. If the alleged perpetrator is Your supervisor, You should direct Your complaint to any Human Resources Department representative or business conduct (ethics) officer. Human Resources Department employees with personal concerns regarding Harassment or discrimination should report those concerns to the BAE Systems, Inc. Ethics Helpline or to line management.

3. To the extent practicable, an investigation will be conducted in a manner so as to protect the confidentiality of all individuals involved. In certain cases, the Inc. Business may be able to address and remedy concerns without revealing that You brought the complaint. In other situations, however, it may be necessary to disclose Your identity to fully investigate the matter or allow the accused to respond to the allegations against him or her.
4. All allegations of Harassment or discrimination will be promptly reviewed by the Human Resources Department, and if necessary, an investigation will be conducted in a prompt, thorough, and impartial manner. If the preliminary inquiry indicates that any applicable laws and/or regulations may have been violated, then the investigator will promptly consult the appropriate Legal Department office, and the matter must be reported to the Sector Chief Counsel and the Sector VP, Human Resources
5. Any allegation involving an employee Global Grade 16 or above must be reported immediately to the Inc. SVP & General Counsel and the Inc. SVP & Chief Human Resources Officer, who will jointly determine the appropriate investigator(s) and investigation process.
6. All settlements or separation agreements (or similar form of claim resolutions) involving allegations of Sexual Harassment or misconduct (whether with You or the accused) will be approved in advance by the Inc. SVP & General Counsel and the Inc. SVP & Chief Human Resources Officer.
7. If You file a complaint pursuant to this Policy in which You knowingly make false allegations of fact, You will be in violation of this Policy, and may be subject to corrective action, up to and including termination of employment.

#### **E. Retaliation**

1. BAE Systems strictly prohibits any form of retaliation (e.g., Harassment, intimidation, threats, coercion, discrimination, etc.) by Your Inc. Business against You or an applicant, if You, in good faith, make or file a complaint; raise a concern; oppose any unlawful act or practice; provide information, or otherwise assist in an investigation, compliance evaluation, hearing, other proceeding, or any other activity regarding any conduct that You have a reasonable objective belief to be in violation of the Code of Conduct, BAE Systems policies, or as a protected right by applicable laws, rules or regulations.
2. Your Inc. Business may not engage in any retaliation against You or an applicant even if Your complaints are proven unfounded by an investigation, unless You or the applicant knowingly made a false allegation, provided false or misleading information in the course of an investigation,

or otherwise acted in bad faith. You and all applicants have an obligation to participate in good faith in any internal investigation of retaliation.

3. If You or an applicant believe You have been retaliated against, You must report such belief to any of the individuals listed in Section D.1. immediately. BAE Systems takes all complaints of retaliation very seriously. All such complaints will be reviewed promptly and, where appropriate, investigated. If You are found to have intentionally engaged in retaliation, You will be subjected to immediate corrective action, up to and including termination of employment.

## F. Responsibilities

1. All managers and supervisors are responsible for:
  - (i) Immediately informing their local Human Resources representative of any observations or complaints of discrimination or Harassment;
  - (ii) Ensuring that their employees are aware that discrimination and Harassment, in any form, is prohibited, and that any perceived incidents of discrimination or Harassment are to be reported immediately; and
  - (iii) Informing their employees that any reported discrimination or Harassment will be promptly investigated and appropriate disciplinary action will be taken, up to and including termination of employment.
2. Human Resources is responsible for leading investigations (where appropriate) and ensuring that complaints are thoroughly resolved. If, however, the investigation is to be conducted under privilege, the cognizant attorney will lead the investigation with Human Resources involvement and support as appropriate.

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## WHAT HAPPENS IF SOMEONE VIOLATES THIS POLICY

BAE Systems takes seriously its obligations to protect all employees and others covered by this Policy. BAE Systems will take corrective action, up to and including termination, against any employee violating this Policy. Corrective action will be applied consistently across BAE Systems to the extent practicable under the circumstances.

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## DEFINITIONS

1. Color – An individual's pigmentation, complexion, skin shade or tone. This could include lightness or darkness of the skin, and discrimination based on Color can occur between persons of different Races or ethnicities, or between persons of the same Race or ethnicity.

2. Gender Expression – External appearance of one's Gender Identity, usually expressed through behavior, clothing, body characteristics, or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.
3. Gender Identity – One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's Gender Identity can be the same or different from their Sex assigned at birth.
4. Harassment – An unwelcome conduct that intimidates, threatens, or coerces a person based on employee's Race, Color, Religion, Sex, gender, National Origin, ancestry, age, status as a Qualified Individual with a Disability, genetic information, pregnancy status, medical condition, marital status, Sexual Orientation, status as a veteran, Gender Identity or expression, or any other characteristic protected by applicable federal, state, or local law that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.
5. National Origin – The place of origin of an individual or their ancestors, or because an individual has the physical, cultural, or linguistic characteristics of a National Origin group.
6. Qualified Individual with a Disability – An individual with a physical or mental impairment that substantially limits one or more aspects of the individual's major life activities, and who, with or without reasonable accommodation, can perform the essential functions of a position that the individual holds or has applied for. This definition includes individuals who have a record of such impairment or who are regarded as having such impairment.
7. Race – Belonging to, or being perceived as belonging to, a particular grouping of persons related by common ancestry or heredity. Discrimination based on Race generally encompasses discrimination due to a person's racial or ethnic ancestry; physical characteristics such as a person's Color, hair texture or style, facial features, height, and weight; and cultural characteristics such as a person's name, cultural dress and grooming practices, accent, or manner of speech.
8. Religion – An individual's beliefs, observances, or practices concerning the ultimate ideas about life, purpose, and death, as well as the morals or standards of belief as to what is right and wrong that are held with the strength of traditional religious views.
9. Sex – An individual's biological characteristics, both internal and external and typically assigned at birth, that define a person as male, female or intersex. These

are not mutually exclusive, as intersex individuals may possess characteristics of both male and female.

10. Sexual Harassment – An unwelcome or unwanted conduct of a sexual nature that: (i) creates an intimidating, hostile, or offensive work environment; (ii) influences or tends to affect the individual’s career, compensation, working conditions, responsibilities, duties, or other aspects of the employment relationship; or (iii) creates an explicit or implicit term or condition of an individual’s employment (e.g., where an employee’s submission or rejection of this conduct affects decisions regarding hiring, evaluation, promotion, or some other aspects of employment). This includes gender-based Harassment of a person of the same or opposite gender. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.
11. Sexual Orientation – An inherent or immutable enduring emotional, romantic, or sexual attraction to other people. An individual’s Sexual Orientation is independent of their Gender Identity.

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## RELATED POLICIES/DOCUMENTS

Know Your Rights: Workplace Discrimination is Illegal

[Appendix A](#) – New York State Addendum

[Appendix B](#) – Oregon State Addendum

[Appendix C](#) – New York State Addendum on Reproductive Health

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## EXCEPTIONS

Exceptions to this Policy require the approval of the President & CEO of BAE Systems, Inc. or the Inc. SVP & Chief Human Resources Officer.

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## POLICY CONTACT/INFORMATION

**Approval Authority:** President & CEO of BAE Systems, Inc. and  
SVP & Chief Human Resources Officer

**Responsible Office:** Human Resources

**Policy Contact:** Director, Human Resources Compliance

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## HISTORY

**Version:** Fifteen

**Effective:** February 13, 2025

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## APPENDIX A

### NEW YORK STATE ADDENDUM

The requirements set forth in this Policy and this Appendix apply to employees, applicants, contractors, vendors, and non-employees while performing work for or on behalf of an Inc. Business in the State of New York.

#### [Complaint Form](#)

Individuals may use the following form to make a complaint regarding Sexual Harassment. Use of this form is entirely voluntary, and at all times individuals may use any of the complaint avenues set forth in Section D of this Policy.

#### Remedies

Remedies may also be available through other administrative and judicial forums. For example, the New York City Human Rights Law, § 296 of the New York State Human Rights Law, and Title VII of the Federal Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) also prohibit harassment, discrimination, and retaliation. Depending on an employee's location, additional local laws may also apply. Harassers may also be subject to individual liability.

#### New York State Division of Human Rights and New York City Commission on Human Rights

An individual who believes that they have been subjected to unlawful harassment, discrimination, or retaliation has the right to file a complaint with the New York State Division of Human Rights (NYSDHR) **or** the New York City Commission on Human Rights (NYCCHR).

When unlawful conduct is found to have occurred, the remedies available under the State Human Rights Law and City Human Rights Law vary, but may include requiring the company to cease and desist the unlawful discriminatory practice, to take affirmative action such as hiring, reinstatement, and promotion, to pay back pay and benefits, to pay compensatory damages, to pay punitive damages (only under the City law), and/or to pay attorneys' fees and costs. The company may also be required to institute specific policies or training.

Other localities may enforce laws protecting individuals from Sexual Harassment and discrimination. An individual will contact the county, city, or town in which they live to find out if such a law exists.

#### U.S. Equal Employment Opportunity Commission (EEOC)

An individual also has the right to file a charge of discrimination with the EEOC.

When unlawful conduct is found to have occurred, the remedies available through the EEOC vary, but may include requiring the company to cease and desist the unlawful

discriminatory practice, to take affirmative action such as hiring, reinstatement, and promotion, to pay back pay and benefits, to pay compensatory damages, to pay punitive damages, and/or to pay attorneys' fees, expert witness fees, and court costs. The EEOC may also require the company to institute specific policies or training.

### State and Federal Court

An individual may also have the right to file a lawsuit in either state or federal court. Filing a lawsuit under federal law requires that you file a charge of discrimination with the EEOC before bringing a lawsuit. No such requirement applies under New York State law or New York City law, but there cannot be a complaint before NYSDHR or NYCCHR and a lawsuit at the same time.

### Bystander Intervention

If You witness harassment as a bystander, You are encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when You, or anyone, witnesses harassment or discrimination and wants to help.

1. You can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. You can record or take notes on the harassment incident to benefit a future investigation;
4. You may check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If You feel safe, You can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

### Prohibition of Retaliation

BAE Systems strictly prohibits any form of retaliation by an Inc. Business against an individual who in good faith makes or files a complaint; raises a concern; opposes any unlawful act or practice; provides information, or otherwise assists in an investigation, compliance evaluation, hearing, other proceeding, or any other activity; regarding any conduct that they have a reasonable objective belief to be in violation of the Code of Conduct, BAE Systems policies, or as a protected right by applicable laws, rules, or regulations. Such retaliation is unlawful.



## **APPENDIX B**

### **OREGON STATE ADDENDUM**

Effective October 1, 2020, Oregon's Workplace Protection Act prohibits employers from entering into agreements with employees or prospective employees that contain a nondisclosure, non-disparagement, or other provision that prevents the employee from disclosing or discussing conduct that constitutes covered discrimination. However, an employer may enter into a settlement, separation, or severance agreement that includes a nondisclosure, non-disparagement, or no-rehire provision when an employee claiming to be aggrieved by discrimination requests to enter into the agreement. Any such agreement must provide the employee at least seven days (after executing the agreement) to revoke the agreement, and the agreement may not become effective until after the revocation period has expired.

Employers and employees are advised to document incidents regarding prohibited conduct(s), including sexual assault. The statute of limitations for employment discrimination claims is five years for claims regarding prohibited conduct that occurs on or after June 30, 2019.

## **APPENDIX C**

### **NEW YORK STATE ADDENDUM ON REPRODUCTIVE HEALTH**

The requirements set forth in this Policy and Appendix apply to employees performing work for, or on behalf of, an Inc. Business in the State of New York.

Any individual covered under this Policy and Appendix will not be subject to any discriminatory or retaliatory action in all matters of employment, based on any of the protected categories identified in the “Reason for Policy” Section, including, any decisions made by the employee, or their dependent, regarding reproductive health. This includes any decision by the employee or dependent on the use, or access to, a particular drug, device, or medical service. BAE Systems will never ask an individual covered under this Policy to waive his or her right to make reproductive health care decisions.