



Policy Against Discrimination, Harassment, Bullying and Retaliation - Coinbase, Inc. & Coinbase Custody Trust Company, LLC

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Document Summary:	This policy sets forth standards and mechanisms to promote a workplace free from discrimination, harassment, bullying, and retaliation in the United States.		

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1. Overview

Policy Purpose: It is the policy of Coinbase, Inc. and Coinbase Custody Trust Company, LLC and other related US based entities, including any parents or subsidiaries, (hereafter collectively “Coinbase”) to provide equal employment opportunities for all applicants and employees. Coinbase prohibits discrimination on the basis of race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, height, weight, HIV/AIDS status, domestic partner status, sexual orientation, genetic information or any other basis protected by local, state, or federal law (“Protected Categories”). Coinbase prohibits sexual harassment, and harassment based on any of the other Protected Categories listed above, against any individual. The Company does not tolerate bullying behavior whether based on a Protected Category or not. Coinbase is also committed to a workplace free of retaliation.

2. Applicability

This Policy applies to all Coinbase employees, employees of affiliates, vendors, and others who provide services on behalf of Coinbase. Coinbase prohibits discrimination, harassment and bullying of employees by managers, supervisors, and co-workers. Coinbase will not tolerate harassment or bullying of non-employees by employees. Coinbase will also attempt to protect employees from harassment and bullying by non-employees in the workplace.

This Policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. Below is a discussion of the protections provided under this Policy.

This Policy sets forth requirements that Coinbase must follow to ensure compliance with Title VII of the Civil Rights Act of 1964, as amended, 42 USC Section 2000e et seq.; the California Fair Employment and Housing Act, Government Code §§12900 - 12996; the New York State Human Rights Law, Section 290-301 and New York City’s Human Rights Law N.Y. City Admin. Code Sections 8-101-8-131; the Chicago Human Rights Ordinance, section 6-010-040; and other related federal, state or local laws.

3. Statement

a. Protections under this Policy

i. Protection Against Discrimination

Coinbase prohibits discrimination based on an individual's membership in any Protected Categories. Coinbase also prohibits discrimination based on the perception that employees are in a Protected Category, as well as discrimination based on an employee's association with someone else who is either actually or perceived to be a member of a Protected Category.

Prohibited discrimination includes, but is not limited to the following actions, taken because of a Protected Category: termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

ii. Protection Against Harassment

Coinbase is committed to providing a workplace free of sexual harassment as well as harassment based on an individual's actual or perceived membership in, or association with someone in, any Protected Categories. Coinbase prohibits harassment, whether or not such conduct is pervasive enough or severe enough to meet the technical legal requirements of harassment under the law.

Harassment includes verbal, written, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance.

Examples of harassment include:

1. **Verbal Harassment** - such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, or appearance, questions about a person's sexual practices, or gossiping about sexual relations;
2. **Physical Harassment** - such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, leering at a person's body, or threatening, intimidating, or hostile acts that relate to a protected characteristic; and
3. **Visual Harassment** - such as offensive or obscene photographs, calendars, posters, cards, cartoons, e-mails, computer images, drawings, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, or any other written or graphic material that denigrates or shows hostility or aversion toward an

individual because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on Coinbase's premises or circulated in the workplace.

Sexual Harassment – There are two distinct categories of sexual harassment:

1. **Quid Pro Quo** - when an individual's submission to or rejection of unwelcome sexual conduct is used as a basis for employment decisions affecting that individual, including granting of employment benefits; and
2. **Hostile Environment** - when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

Sexual harassment includes harassment of women by men, of men by women and same-gender harassment. Sexual harassment is unlawful whether it involves co-worker harassment, harassment by a manager, or by persons doing business with or for Coinbase.

iii. Protection Against Workplace Bullying

Coinbase does not tolerate bullying behavior, whether based on a Protected Category or not. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but is certainly not limited to, the following:

1. Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
2. Verbal or physical conduct that is threatening, intimidating or obscene;
3. Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; and
4. Sabotage, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying is also prohibited. Cyberbullying refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone or other device that transmits electronic information, regardless of whether the device is owned by or located at Coinbase or connected to the Coinbase network.

This Policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protest about their terms and conditions of employment.

iv. Protection Against Retaliation

Coinbase will not tolerate retaliation against any employee for: making a good-faith complaint of harassment, discrimination, retaliation, or another wrongful act; cooperating in a workplace investigation; using Coinbase's Reporting Policy or other complaint procedures when applicable, requesting reasonable accommodations; or filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

b. Reporting of Discrimination, Harassment, Bullying, and Retaliation

Coinbase understands that people may be reluctant to report acts of harassment or report other policy violations, such as discrimination, bullying and/or retaliation. However, no employee should have to endure such conduct, and Coinbase therefore strongly encourages employees to promptly report any incidents of harassment, discrimination, and retaliation so that any required corrective action may be taken as expeditiously as possible.

Any incidents of discrimination, harassment, bullying or retaliation should be reported to your manager or HRBP (contact peopleops@coinbase.com for assistance). You may also submit a report through our third-party reporting platform, EthicsPoint, via telephone by calling (844) 564-3372, or online at coinbase.ethicspoint.com. Complaints made through EthicsPoint can be submitted anonymously if desired. Coinbase emphasizes that you are not required to complain to your supervisor or manager if that individual is the one harassing you or if you are uncomfortable doing so.

Supervisor and Manager Responsibility: Supervisors and managers who, directly or indirectly, receive complaints about, or who reasonably suspect or personally observe, discriminatory, harassing, bullying or retaliatory conduct must immediately inform HR (contact peopleops@coinbase.com for assistance) or other appropriate Coinbase officials so that an investigation may be initiated, and Coinbase can timely resolve the complaint. In addition to being subject to discipline if they engaged in misconduct themselves, supervisors and managers will be subject to discipline for failing to report suspected misconduct or otherwise knowingly allowing misconduct to continue. Supervisors and managers will

also be subject to discipline for engaging in or knowingly permitting any retaliation against another employee for reporting misconduct.

i. Investigation

As soon as reasonably possible, Coinbase will investigate and respond to all reported complaints regarding potential violations of this policy and take appropriate action(s). Upon learning of conduct requiring further review, qualified investigators will complete thorough investigations in a timely and impartial manner in accordance with Coinbase's Internal Workplace Investigations Policy and related procedures.

Reasonable conclusions will be reached based upon the evidence collected. If misconduct is found, Coinbase will take appropriate remedial measures in response. Corrective action may include, for example: training, coaching, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. A member of the People Team, or another person responsible for the investigation, will timely notify the employee who lodged the complaint of the results of the investigation.

The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

ii. Additional Enforcement Information

Discrimination, harassment, and retaliation for opposing illegal discrimination or harassment or for participating in investigations are illegal. In addition to notifying Coinbase about any discrimination, harassment, or retaliation, employees may complain to the federal Equal Employment Opportunity Commission ("EEOC") or your state fair employment agency.

1. Federal Enforcement

The United States Equal Employment Opportunity Commission ("EEOC") enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.).

An employee alleging discrimination, harassment, or retaliation at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

The EEOC will review your complaint and determine whether to file a lawsuit in court. 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 unlawful conduct is found to have occurred.

The deadline for filing complaints with the EEOC is usually 180 days after the unlawful conduct. However, if you are in a state in which a state agency enforces anti-discrimination laws, you must first file a complaint with the state agency.

2. State and Local Enforcement

Many states and localities enforce laws protecting individuals from discrimination, harassment and retaliation. Please see the Appendices to this Policy for more information and resources specific to your location. If you work in a state or locality that is not included in the Appendices, please contact peopleops@coinbase.com for information regarding additional enforcement information in your location. You can contact the state, county, city or town in which you live to find out if such laws and protections exist.

If the behavior involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

4. Roles and Responsibilities

The roles and responsibilities in relation to the requirements and information set forth in this Document are as follows:

Role	Responsibility
Employees working in the United States	Be familiar with standards of conduct in the policy, refrain from conduct prohibited by the policy, report known or suspected violations via the mechanisms outlined in the policy
Complaint recipients	Receive, review, and refer, process, or handle protected disclosures as required by the policy

5. Reporting of Non-Compliance

Non-compliance with this Document may result in disciplinary action up to and including termination. Known instances of a violation of this Document must be reported to the Chief Compliance Officer.

Appendix A - California Supplement

For employees working in the state of California:

Information about the California Civil Rights Department (“CRD”) can be found on their website (<https://calcivilrights.ca.gov>). You may also contact the CRD at the following numbers if you are calling within California: 1-800-884-1684 (English); 1-800-700-2320 (TTY).

- A brochure describing sexual harassment published by California’s Civil Rights Department is available [here](#).

Coinbase’s Injury & Illness Prevention Program (IIPP) and Workplace Violence Prevention Plan (WVPP) are available [here](#). The IIPP was adopted to protect employees from workplace injuries and illnesses and to comply with the requirements of the California Code of Regulations (CCR) Title 8, Section 3203 and Section 6401.7 of the California Labor Code. The WVPP was adopted to address workplace violence and to comply with the requirements of Section 6401.9 of the California Labor Code.

Appendix B - Chicago Supplement

For employees working in the city of Chicago, Illinois, please be advised that:

Harassment is illegal in Chicago, as is retaliation for reporting harassment.

Pursuant to Chicago Human Rights Ordinance, section 6-010-020, "Sexual harassment" means any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

All Chicago employees are required to participate in annual trainings regarding our prohibition of sexual harassment. Specifically:

- All employees are required to take 1 hour of harassment prevention training and 1 hour of bystander training per year
- In addition to the above, all managers/supervisors must take 1 additional hour of sexual harassment prevention training annually.

Employees who work in Chicago, Illinois may file a complaint of sexual harassment with the Chicago Commission on Human Relations, by calling at (312) 744-4111, visiting their office in person at 740 N. Sedgwick, 4th floor, or by visiting their website www.chicago.gov/humanrelations or emailing cchr@cityofchicago.org.

For additional information and resources for victims of sexual harassment, please visit: https://www.chicago.gov/city/en/depts/mayor/supp_info/thatsharassment.html

Notice Flyer:

https://www.chicago.gov/content/dam/city/depts/cchr/supp_info/SexualHarassment/sh-poster/SHPosterBusinesses.pdf

Appendix C - New York Supplement

For employees working in the state of New York:

1. State Protections:

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the 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. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Coinbase does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

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.

Contact DHR at (888) 392-3644 (English) or 1-718-741-8300 (TTY) or info@dhr.ny.gov (General Inquiries) or complaints@dhr.ny.gov (Complaints) or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

2. Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to peopleopshr@coinbase.com. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes / No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

3. New York City Protections

For employees working specifically in New York City, New York:

Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC

Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

A sexual harassment prevention fact sheet produced by the NYC Commission on Human Rights is available [here](#).

Appendix D - Oregon Supplement

For employees working in the state of Oregon:

Recommendation of Documentation:

You should document any incidents you believe may involve unlawful workplace discrimination or sexual assault.

Notice of Statute of Limitations:

Oregon state law generally provides five years from the date of the alleged prohibited conduct to pursue legal action for claims of workplace discrimination.

Notice of Rights Regarding Severance, Separation, or Settlement Agreements:

You have the right under Oregon state law not to be required or coerced to enter into a severance, separation, or settlement agreement containing non-disclosure clauses, non-disparagement clauses, or no-rehire clauses when seeking to resolve disputes pertaining to conduct that would constitute discrimination.

Terms Defined:

- Non-disclosure clause – a clause in a contract where one party agrees not to disclose to outside parties certain information, which may include the existence or substance of the severance, separation or settlement agreement or information about the underlying dispute which the contract is resolving.
- Non-disparagement clause – a clause in a contract where one party agrees not to make negative comments about the other.

When seeking to resolve disputes pertaining to conduct that would constitute discrimination, you may voluntarily request to enter into a severance or settlement agreement that contains non-disclosure, non-disparagement or no-rehire clauses. If you do so, and such an agreement is formed, you will have seven days from the date of formation to revoke the agreement.