



*Coherent Corp. and its subsidiaries ("Coherent" or the "Company")*

**Subject: Anti-Discrimination, Harassment, and Bullying Policy**

*Effective Date: October 19, 2022*

**Policy No.  
HR-014**

## **1.0 PURPOSE AND INTRODUCTION**

COHERENT CORP. (the Company) strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the Company is grounded in our Values and should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe atmosphere. This is essential to the mission of the Company. For that reason, the Company will not tolerate unlawful discrimination, harassment or bullying of any kind. Through enforcement of this Policy and by education of employees, the Company will seek to prevent, correct and discipline behavior that violates this Policy.

## **2.0 SCOPE**

All employees, interns, and non-employees, including independent contractors and those employed by companies contracting to provide services in the workplace, suppliers, customers and guests, regardless of their positions, are covered by and are expected to comply with this Policy and to take appropriate measures to ensure that prohibited conduct does not occur or is reported if it does. Should any jurisdiction that the Company operates in require a higher standard than this Policy requires, that standard will be the Policy for that jurisdiction.

## **3.0 RESPONSIBILITY**

Adherence to this Policy is the responsibility of all employees, interns, independent contractors, suppliers, customers and guests. Administration of the Policy is the responsibility of supervisors, managers, executives and human resources professionals.

## **4.0 THE POLICY**

The Company, in compliance with all applicable anti-discrimination, harassment and bullying laws and regulations, enforces this Policy in accordance with the following details:

### **4.1 Discrimination**

It is a violation of the Company's Policy to discriminate in the provision of employment opportunities or any other employment practices, on the basis of the person's age, race (including traits typically associated with race such as natural hair texture, and protective hair styles such as braids, locks, and twists), ethnicity, color, national origin, immigration status, or ancestry, alienage or citizenship status, religion or creed (including religious dress and grooming practices), disability status, medical condition, gender (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation or preference (actual or perceived), transgender, transsexualism, sexual and reproductive health decisions, gender identity/gender expression (including, without limitation, transgender, transsexualism, non-binary, gender non-conforming), genetic information/characteristics, marital and partnership status, familial status, arrest or conviction record, military or veteran status, union membership, political affiliation, unemployment status, caregiver status, credit history, if you have been a victim of domestic violence, stalking or sex offense, or any other status protected by applicable law. The Company will not require pregnancy or medical tests except where required by applicable regulations or prudent for workplace safety, and will not improperly discriminate based on these test results.

Discrimination of this kind may also be strictly prohibited in the US by a variety of US federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans



with Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws throughout the Company's operations.

#### **4.2 Harassment**

It is a violation of the Company's Policy to engage in harassment, including sexual harassment, of any kind, and the Company will take appropriate and immediate action in response to complaints or knowledge of violations of this Policy. For purposes of this Policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the Company, including interns and non-employees, independent contractors, and those employed by companies contracting to provide services in the workplace. Verbal taunting (including racial and ethnic slurs) that, in a reasonable person's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exhaustive when determining whether there has been a violation of this Policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes the distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, or disrespect toward an individual or group because of race, ethnicity, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, union membership, political affiliation, or other protected status.

##### **4.2.1 Sexual harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

There are two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- A "hostile work environment" can be created by anyone in the work environment, whether it be supervisors, other employees, suppliers, guests or customers (and people in general). Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or



even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment can occur between any individuals, regardless of their sex or gender. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exhaustive when determining whether there has been a violation of this Policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

#### **4.2.2 Consensual Romantic, Sexual or "Family" Relationships**

The Company strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.



*Coherent Corp. and its subsidiaries ("Coherent" or the "Company")*

*Subject: **Anti-Discrimination, Harassment, and Bullying Policy***

*Effective Date: October 19, 2022*

**Policy No.  
HR-014**

If any employee of the Company enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the senior human resource leader or other appropriate senior executive. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to the Company, the Company will determine whether one or both parties need to be moved to another job or department. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

#### **4.3 Bullying**

It is a violation of the Company's Policy to Bully. The Company defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment unrelated to an employer's legitimate business interests that a reasonable employee would find harmful, threatening, intimidating, offensive, degrading or humiliating, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. This may include repeated infliction of verbal abuse, such as the use of demeaning or derogatory remarks, misuse of power or position, malicious rumors, unfounded threats or comments about job security, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Any employee engaging in abusive conduct may be subject to discipline, up to and including termination.

The Company promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior.

#### **4.4 Retaliation**

Retaliation is against the law. Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a discrimination or harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Making, filing or responding to a bona fide complaint of harassment, discrimination or bullying, either internally or with any anti-discrimination agency.
- Appearing as a witness in the investigation of a complaint.
- Testifying or assisting in a proceeding involving discrimination or harassment under federal, state or other anti-discrimination law.
- Opposing discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of such conduct.
- Reporting that another employee has been discriminated against or harassed.
- Encouraging a fellow employee to report discrimination or harassment.
- Serving as an investigator of a complaint.
- Other activity that is protected by applicable law



*Coherent Corp. and its subsidiaries ("Coherent" or the "Company")*

**Subject: Anti-Discrimination, Harassment, and Bullying Policy**

*Effective Date: October 19, 2022*

**Policy No.  
HR-014**

Retaliation or attempted retaliation as described above is a violation of this Policy. Any person who is found to have violated this aspect of the Policy will be subject to sanctions up to and including termination of employment.

#### **4.5 Complaint Process**

The Company will treat any person who files a complaint related to this Policy courteously, and qualified personnel will handle all complaints swiftly, thoroughly and confidentially to the extent possible in light of the need to take appropriate corrective action. The investigation will be documented and tracked internally. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination or harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this Policy and will be treated as a violation.

An individual who feels discriminated, harassed, bullied or retaliated against may initiate the complaint process by filing a complaint with their senior human resource leader, any member of senior management, or by contacting the Compliance Hotline at 1-866-829-3062. No formal action will be taken against any person under this Policy without an investigation that determines if the Policy may have been violated.

Employees, interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums. Please refer to state-specific external resources on the internet.

If a supervisor or manager becomes aware that discrimination, harassment or bullying is occurring or has occurred, either from personal observation or as a result of an employee's coming forward, the supervisor or manager must immediately report it to the senior human resource leader of the organization or location. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

#### **4.6 Confidentiality**

In some locations an employee assistance program (EAP) is available and provides confidential counseling services to Company employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP or a similar service. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to the Company of a potential harassment or discrimination issue (see above complaint process for more on how to notify the Company of an issue or complaint).

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is reasonably possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the Company's legal obligation to act on the claim and the right of the charged party to obtain information. In most cases, however, confidentiality will be maintained by the Company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing law.



#### **4.7 The Investigation**

All complaints or information about discrimination, harassment, sexual harassment, or retaliation will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in such investigations. The Company will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will be done in accordance with the following steps:

Upon receipt of complaint, the Company will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. The investigation will include collecting any relevant documents, emails, texts or other electronic communications and phone records, and interviewing all parties involved, including any relevant witnesses.

After reviewing all the evidence, a timely determination will be made concerning whether reasonable grounds exist to believe that discrimination, retaliation and/or harassment has occurred. If the investigation determines that prohibited discrimination, retaliation, harassment or other conduct which violates Company policies has occurred, the Company will take disciplinary action against those who engaged in the misconduct, up to and including termination of employment, and appropriate action will be taken to remedy the injury, if any, to the employee subjected to the misconduct. The persons involved will be advised of the determination, as appropriate. It is the obligation of all supervisors, employees, volunteers, or interns to cooperate fully in the internal investigation process.

#### **4.8 Alternative Legal Remedies**

Nothing in this Policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through governmental agencies or the courts.

#### **4.9 Discipline and Termination**

Appropriate disciplinary action will be taken against any employee who violates this Policy. Based on the seriousness of the offense, disciplinary action may be progressive or skip steps that may include verbal or written reprimands, or the discipline may go directly to termination of employment.

### **5.0 RECORD RETENTION**

The senior human resources leader of an organization or location will have accountability for proper recordkeeping.



Coherent Corp. and its subsidiaries ("Coherent" or the "Company")

Subject: **Anti-Discrimination, Harassment, and Bullying Policy**

Effective Date: October 19, 2022

Policy No. HR-014

**6.0 ENFORCEMENT**

Enforcement is the responsibility of management, and the senior human resources leader of an organization or location will have coordination responsibilities of local and corporate management and ensure adherence to the letter and spirit of the Policy.

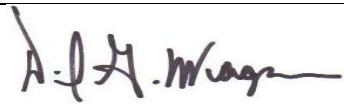

**7.0 QUESTIONS AND REPORTS**

If you believe this Policy has been violated, you should discuss the situation with your manager, your local Human Resources representative, the approver of this Policy, the Chief Legal and Compliance Officer, or call the Coherent Compliance Hotline at 1.866.829.3062.

**8.0 COMMUNICATION**

This Policy and any future changes will be communicated by the The Chief Human Resources Officer to the human resources community, and the senior human resources leader of an organization or location is accountable to ensure all employees are aware of this Policy.

The Company reserves the right to modify this Policy, as needed, to reflect changes in applicable laws or otherwise.

APPROVALS	APPROVALS COMPLETED DATE
 Dave Wagner, VP HR	October 15, 2018
 Chief Human Resources Officer	October 19, 2022

**REVISION HISTORY**

Revision	Date	Description of Change	Requested By
Original	October 15, 2018	Original	Corporate Compliance
Rev 1	July 6, 2022	Add Hotline number and update wording: discrimination, bullying, investigations, and retaliation.	VP HR – Integration, Compliance



Coherent Corp. and its subsidiaries ("Coherent" or the "Company")

Subject: **Anti-Discrimination, Harassment, and Bullying Policy**

Effective Date: October 19, 2022

Policy No.  
HR-014

### Complaint Form for Reporting Discrimination or Harassment

If you believe that you have been subjected to discrimination or harassment or witnessed someone who has been subjected to discrimination or harassment, you are encouraged to call the Compliance Hotline at 1-866-829-3062, speak with your supervisor, contact Human Resources and/or complete this form and submit it to Neel Dhar, VP Human Resources, in person, or by email at Neel.Dhar@coherent.com. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Company will complete this form, provide you with a copy and follow its Anti-Discrimination, Harassment, and Bullying Policy by investigating the claims as outlined at the end of this form.

#### 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 Discrimination or 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.





Coherent Corp. and its subsidiaries ("Coherent" or the "Company")

Subject: **Anti-Discrimination, Harassment, and Bullying Policy**

Effective Date: October 19, 2022

Policy No.  
HR-014

3. Date(s) discrimination or harassment occurred:

Is the discrimination or 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: \_\_\_\_\_

Print Name: \_\_\_\_\_



Coherent Corp. and its subsidiaries ("Coherent" or the "Company")

Subject: **Anti-Discrimination, Harassment, and Bullying Policy**

Effective Date: October 19, 2022

Policy No.  
HR-014

**RECEIPT AND ACKNOWLEDGMENT OF NOTICE OF EMPLOYEE RIGHTS**

Under New York law, Labor Law Section 203-e, employees have the right to be free from discrimination or retaliation on account of an employee's or dependent's reproductive health decisions, and cannot be required to sign a waiver or other document that purports to deny an employee the right to make their own reproductive health decisions.

The Company is prohibited from accessing an employee's personal information regarding the employee's or the employee's dependent's reproduction health decisions without the employee's prior informed written consent.

An employee may bring a civil action in court against an employer alleged to have violated the provisions of Labor Law Section 203-e.

I have read and understand the above Notice of Rights.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt must be filed in your personnel file.



*Coherent Corp. and its subsidiaries ("Coherent" or the "Company")*

**Subject: Anti-Discrimination, Harassment, and Bullying Policy**

*Effective Date: October 19, 2022*

**Policy No.  
HR-014**

**Additional Legal Protections and External Remedies.**

**Sexual harassment is not only prohibited by the Company but is also prohibited by Federal, state and local law.**

Aside from the internal process at the Company, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, anyone may seek the legal advice of an attorney.

**New York State Human Rights Law (HRL)**

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 State Division of Human Rights (SDHR) or in New York State Supreme Court.

Complaints with SDHR may be filed any time within one year of the harassment; complaints of sexual harassment may be filed any time within three years of the harassment with SDHR. If an individual did not file at SDHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with SDHR if they have already filed a HRL complaint in state court. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

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 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.

**Civil Rights Act of 1964**

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 individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal 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 discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.



*Coherent Corp. and its subsidiaries ("Coherent" or the "Company")*

**Subject: Anti-Discrimination, Harassment, and Bullying Policy**

*Effective Date: October 19, 2022*

**Policy No.  
HR-014**

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. You may contact the EEOC 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).

**California Agency Reporting**

If an employee, volunteer or intern believes the above procedures have not resolved his or her situation, that person may contact the California Department of Fair Employment and Housing ("DFEH") to file a claim. The DFEH serves as a neutral fact-finder and will attempt to assist the parties to voluntarily resolve disputes. In the event that the DFEH is unable to obtain voluntary resolution and finds that harassment or discrimination has occurred, the DFEH may award reinstatement or monetary damages. To obtain the telephone number for the most convenient DFEH office, call 800-884-1684 or visit [www.dfeh.ca.gov/](http://www.dfeh.ca.gov/).

**New York City Human Rights Law**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, 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](http://www.nyc.gov/html/cchr/html/home/home.shtml)

**Contact the Local Police Department**

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