# Table of Contents

Our Purpose and Strategy ........................................................................................................... 4  
Our Values .................................................................................................................................. 4  
Disclaimer/At-Will Statement .................................................................................................... 5  
I. Welcome .................................................................................................................................. 6  
   Who We Are and What Guides Us............................................................................................ 7  
   CVS Health People: Our Prescription for Success ................................................................. 7  
   CVS Health Values ................................................................................................................... 7  
   Treating Each other With Respect .......................................................................................... 8  
II. Our Commitment to You ........................................................................................................ 9  
   Diversity Management ............................................................................................................ 10  
   Anti- Discrimination/Harassment/Retaliation ........................................................................ 10  
   Open Door and Problem Solving ............................................................................................ 14  
   CVS Ethics Line ...................................................................................................................... 15  
   EAP/LifeScope for You ............................................................................................................ 15  
   Reasonable Accommodation ................................................................................................... 16  
   Leaves of Absence .................................................................................................................... 19  
   Family Medical Leave Act (FMLA) ......................................................................................... 19  
   California Family Rights Act (CFRA) ..................................................................................... 23  
III. What We Expect from You .................................................................................................... 24  
   Our Standards of Conduct ....................................................................................................... 25  
   Coming to Work/Attendance .................................................................................................. 26  
   Accurately Recording Hours Worked ..................................................................................... 27  
   Your Appearance ...................................................................................................................... 27  
   Licenses and Certifications ..................................................................................................... 28  
   Employment of Minors ............................................................................................................ 29  
   Colleague Theft or Fraud ......................................................................................................... 29  
   Your Reporting Obligation ....................................................................................................... 30  
   Keeping Your Records Up to Date .......................................................................................... 31  
IV. The CVS Health Workplace .................................................................................................. 32  
   Confidentiality ......................................................................................................................... 33  
   Privacy and Security of Customer Information ....................................................................... 34  
   Use of Company Property ....................................................................................................... 35
Our Purpose and Strategy

Millions of times a day, we’re helping people on their path to better health—from advising on prescriptions to helping manage chronic and specialty conditions. Because we’re present in so many moments, big and small, we have an active supportive role in shaping the future of healthcare.

To better serve our customers, clients and patients, and reinforce our company’s reputation for excellence, each CVS Health colleague should understand why we are in business and how we conduct our business.

WE ARE
A pharmacy innovation company

OUR STRATEGY
Reinventing pharmacy

OUR PURPOSE
Helping people on their path to better health

Our Values

Innovation
demonstrating openness, curiosity and creativity in the relentless pursuit of delivering excellence

Collaboration
partnering with each other to explore and develop new ideas we could not create on our own

Caring
treating people with respect and compassion so they feel valued and appreciated

Integrity
delivering on our promises; doing what we say and what is right

Accountability	
taking personal ownership for our actions and their results
Disclaimer/
At-Will Statement

Please Note: The contents of this handbook are guidelines and intended for informational purposes only. The information in the handbook is accurate as of the date first published, but the company may change the guidelines, policies, practices, working conditions or benefits described here at any time, with or without notice to the colleague. It shall be the obligation of the colleague to make sure he or she has a current understanding of the company's policies.

In addition to this handbook, the company maintains a code of conduct, written policies and other procedures and workplace rules. Colleagues are expected to read, understand and follow all of the various company materials that relate to the colleague’s position, and failure to do so may result in discipline, up to and including termination of employment. These company materials can be found on CVS Health’s policy and procedure portal or can be obtained from a colleague’s supervisor or human resources.

No statement in this handbook is intended to be, or shall be considered, a binding contract between the company and the colleague. The company employs individuals on an “at-will” basis (with the exception of those covered by a written employment contract), which means that the employment may be terminated by the colleague or the company at any time, with or without notice or cause, and for any lawful reason. This handbook does not modify the at-will relationship in any way.

Lastly, nothing in this handbook is intended to, or shall be understood to, interfere with or limit any colleague’s rights to under federal or state law, including but not limited to, colleagues’ rights to engage in protected, concerted activity under the national Labor Relations Act.
I. Welcome

Welcome to CVS Health! We are glad you have chosen to join us. In doing so, you accept an important responsibility – a commitment to our customers, colleagues and community. The rewards for accepting this responsibility go beyond a paycheck. You have the opportunity to be part of a winning team, to learn and grow, and perhaps, most important of all, to make a difference in the lives of those we serve.

Over the years, our company has distinguished itself by recruiting and hiring terrific colleagues who are energized by our compelling Purpose and Strategy and who live and model our Values. We have achieved financial results that have enabled us to grow, become one of the most successful companies in America and we are proud of the growth opportunities it has created for so many of our colleagues. Our success has also enabled us to give back to the communities we serve.

This handbook is designed to explain what CVS Health expects from you, and what you may expect of CVS Health as we strive to provide world-class service to our customers, clients and patients. Take the time to review this handbook and keep it to refer to as needed. Talk to your supervisor, Human Resources or Employee Relations if you have questions.

We wish you a long and rewarding career with CVS Health.
A. Who We Are and What Guides Us

Million of times a day, close to home and across the country, we’re helping people on their path to better health. We’re reinventing pharmacy to have a more active, supportive role in each person’s unique health experience and in the greater health care environment – from advice on prescriptions to helping manage chronic and specialty conditions to providing quality walk-in medical care and pharmacy benefits management.

Because we’re present in so many moments, in ways that are more affordable and effective, we’re able to positively influence health behavior and shape the future of health care for people, businesses and communities. Health is everything.

While we are proud of our impressive growth in sales and earnings, we are even more proud of the talented and dedicated team that has driven our success. With our great colleagues, financial strength and unique business model, we are in a terrific position to meet the needs of those we serve, now and in the future.

As an industry leader, however, we must continually innovate and commit to continuous improvement across all of our business areas. Our future is bright as we open new doors to customers, new markets and new opportunities for every CVS Health colleague — including you.

B. CVS Health People: Our Prescription for Success

Our colleagues are among our most valuable assets. Stores and products don’t satisfy customers — people do. CVS Health calls its employees “colleagues” to recognize the fact that all of our workers, regardless of their role or level, are partners in our company’s success. Each CVS Health colleague plays an important part in delivering the kind of service that keeps our customers coming back.

What makes our colleagues special? Successful CVS Health colleagues make a special effort to connect with our customers, clients and patients. They strive to be friendly and helpful, treating each individual with respect and interacting with them on a personal level — one at a time. This extra measure of service creates satisfied and loyal CVS Health customers.

C. CVS Health Values

Our Values define how we conduct our business and the relationships we build with all of our stakeholders. Our five core Values support our reputation for excellence and speak to the types of behaviors that will help ensure our success for many years to come. While our business strategies may change over time to reflect the changing health care landscape and needs of those we serve, our Values remain the same:

**Innovation**
- demonstrating openness, curiosity and creativity in the relentless pursuit of delivering excellence

**Collaboration**
- partnering with each other to explore and develop new ideas we could not create on our own
Caring
treating people with respect and compassion so they feel valued and appreciated

Integrity
delivering on our promises; doing what we say and what is right

Accountability
taking personal ownership for our actions and their results

D. Treating Each Other With Respect

At CVS Health, you will encounter people with many backgrounds and perspectives. Meeting and getting to know your colleagues and customers is one of the most rewarding aspects of working at CVS Health. Our customers routinely go out of their way to call and write us to compliment our colleagues for the way we treat them.

Our newest colleagues routinely tell us that our warm, friendly people make us stand out from other places they have worked. As a new colleague, you are expected to treat all customers and colleagues with respect. It is an important part of your role and our Values at CVS Health. Respect simply means being considerate, courteous and responsive whenever possible.

Making CVS Health a great place to work is also part of everyone’s job. We work together to create an engaging working environment for every team and in every location. It brings out the best in each of us and makes work more fun. This helps us continue to attract the best talent and to build customer loyalty.
II. Our Commitment to You
A. Diversity Management

At CVS Health, we are committed to building an environment of inclusion and acceptance that values diversity across all areas of our business. Your role in creating and supporting an inclusive environment is to demonstrate respect for your colleagues and customers, and the broad range of ideas and viewpoints they contribute to our organization every day.

CVS Health offers a number of programs to support our commitment to diversity management. For more information on these opportunities, please contact your supervisor or Human Resources.

B. Anti-Discrimination, Anti-Harassment, & Anti-Retaliation

1. Unlawful Discrimination

CVS Health is committed to the principle of equal employment opportunity. CVS Health prohibits discrimination against applicants and colleagues on the basis of race, ethnicity, color, religion, sex/gender (including pregnancy), national origin, sexual orientation, gender identity or expression, physical or mental disability, age, veteran status, military status, marital status, genetic information, citizenship status, unemployment status, political affiliation, or on any other basis or characteristic prohibited by applicable federal, state or local law. This policy applies to all terms and conditions of employment including but not limited to hiring, compensation, benefits, promotion, job assignments, demotion, transfer, training, and termination. It is our policy to recruit, hire, train, develop and promote the best people available, based solely upon job-related qualifications. Additionally, CVS Health is committed to complying with the Americans with Disabilities Act by prohibiting discrimination against Applicants and colleagues with disabilities and by making reasonable accommodations that allow disabled individuals to perform the essential functions of their jobs and enjoy equal access to the benefits and privileges of employment with our company. Information regarding CVS’s Reasonable Accommodation processes and procedures is provided in greater detail in this Handbook.

2. Workplace Harassment

CVS Health strictly prohibits harassment on the basis of race, ethnicity, color, religion, sex/gender (including pregnancy), national origin, sexual orientation, gender identity or expression, physical or mental disability, age, veteran status, military status, marital status, genetic information, citizenship status, unemployment status, political affiliation, or on any other basis or characteristic prohibited by applicable federal, state or local law. Engaging in workplace harassment will result in disciplinary action, including immediate termination of employment.

Harassment of a team member by a manager/supervisor, by another team member, by a customer, by a vendor or by anyone associated with CVS Health can take many forms. Inappropriate physical contact, threats, displaying vulgar objects, offensive jokes or comments, creating an uncomfortable work environment, or any other harassing behavior, whether written or otherwise transmitted or conveyed (e.g., in person, in a letter or a note, via email, or via
social media), are all forms of harassment. Harassment can take place inside the workplace, any place where CVS Health work is performed, or outside the workplace during non-working hours.

Harassment that is prohibited by this policy may also include acts of Workplace Violence committed by managers/supervisors, colleagues, contractors, visitors, patients, or vendors, if those acts are perpetrated based on colleague’s race, ethnicity, color, religion, sex/gender (including pregnancy), national origin, sexual orientation, gender identity or expression, physical or mental disability, age, veteran status, military status, marital status, genetic information, citizenship status, unemployment status, political affiliation, or on any other basis or characteristic prohibited by applicable federal, state or local law.

3. Workplace Sexual Harassment

CVS Health strictly prohibits and will not tolerate sexual harassment in the workplace. The company firmly believes that every colleague is entitled to a work environment free of offensive conduct of a sexual nature, regardless of its form or manner. The company recognizes that sexual harassment in the workplace seriously and negatively impacts colleague morale, trust, communication, teamwork and productivity, and creates legal liabilities for the company, its supervisors, and, in some cases, its colleagues.

Sexual harassment consists of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature either explicitly or implicitly when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; and
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or altering the terms and conditions of the individual’s employment by creating an intimidating, hostile or offensive working environment.

Specific behaviors and particular patterns of behavior that the company considers inappropriate (and which could potentially constitute unlawful sexual harassment) include, but are not limited to, the following:

- Attempted or actual sexual assault;
- Inappropriate touching of any kind;
- Propositions or any sexual advance that is unwelcome;
- Sexually oriented comments about a colleague’s body or appearance;
- Sexual innuendos, derogatory remarks, sexually obscene language or offensive gestures, threats, comments about a colleague’s body or appearance made in person, through email or other written communication, or through social media postings;
- Improper questioning of a colleague about their personal or private life;
• Comments or jokes of a lewd, offensive or sexual nature;
• Spoken or written abuse related to a colleague’s gender;
• Inappropriate staring or leering;
• Gender-related names, titles or references;
• Showing or displaying pictures, drawings or objects of a sexual or offensive nature;
• Repeatedly asking a colleague for a date, after the colleague has said “No”; or
• Any other sexual conduct deemed inappropriate by CVS Health that interferes with a colleague’s job performance, the work environment or other conditions of employment.

Sexual harassment can involve males or females being harassed by members of either sex. Sexual harassment can occur in the workplace, anywhere CVS Health work is performed, or outside the workplace during non-working hours. Sexual harassment can be perpetrated by managers, supervisors, co-workers, and third parties, such as customers and vendors. All colleagues are strictly forbidden to engage in any form of sexual harassment and will be disciplined, up to and including immediate termination of employment.

4. Retaliation

CVS Health prohibits retaliation against a colleague for filing or pursuing a discrimination, workplace harassment, or sexual harassment claim in good faith, or for participating in good faith in an investigation of a prohibited discrimination, workplace harassment or sexual harassment claim (“protected activities”). Retaliation occurs when an employer takes an adverse action against an individual because they have engaged in a protected activity or they have a close association with someone who has engaged in such protected activity. Adverse actions include termination, refusal to hire, denial of a promotion, harassment or other action that negatively affect employment such as undesirable job assignments, threats, unjustified negative evaluations, or increased surveillance. Retaliation by colleagues can take the form of a retaliatory hostile work environment. Any colleague who engages in retaliation will be subject to disciplinary action, up to and including immediate termination of employment.

5. Reporting Conduct

Colleagues are expected to report incidents of inappropriate behavior, prohibited discrimination, workplace or sexual harassment, and retaliation as soon as possible after it has occurred.

Colleagues who believe they have witnessed or have been subjected to unlawful discrimination, harassment, or retaliation regardless of whether the offensive act was committed by a manager, supervisor, coworker, vendor, visitor or customer, should promptly notify their manager/supervisor, Human Resources or the Employee Relations Department located at the Customer Support Center (1-866-222-9438 x6656393). Colleagues may call the CVS Health Ethics Line at 1-877-CVS-2040 (1-877-287-2040) at any time to report any incidents of prohibited discrimination, harassment, or retaliation.
It is hoped that most complaints of this nature and incidents can be resolved within CVS Health. However, a colleague has the right to contact their state fair employment practices agency or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

The contact information for the various state fair employment practices agencies and the local offices of the Equal Employment Opportunity Commission, along with additional information for filing such a complaint, is included in CVS Health’s separate Discrimination, Harassment, and Retaliation Policy.

6. Investigations

Every claim of prohibited discrimination, harassment, and retaliation will be treated seriously, no matter how trivial it may appear. All complaints of inappropriate conduct will be promptly and thoroughly investigated by Human Resources, Employee Relations and/or the respective department manager. Colleagues are expected to cooperate fully with any ongoing investigation.

To the extent possible, the company will keep all complaints and related information confidential.

Management will take all necessary and reasonable steps to ensure the safety of those who are affected by or involved in the alleged behavior.

Colleagues who believe they have been unjustly charged with prohibited discrimination, harassment, or retaliation may defend themselves verbally or in writing at any stage in the investigation.

At the conclusion of an investigation, the complainant and the accused shall be informed of the determination of the investigation. Where appropriate, the complainant and the accused may be offered counseling through the company’s Employee Assistance Program (EAP).

7. Consequences for Violation of Prohibited Discrimination, Workplace Harassment, Sexual Harassment, and Retaliation Policy

If an investigation determines that an individual has engaged in conduct that constitutes prohibited discrimination, workplace harassment or sexual harassment, retaliation or otherwise violates the CVS Health standards of behavior, necessary corrective discipline up to and including termination will be taken by the company.

If after investigating any complaint of harassment, prohibited discrimination, or retaliation, CVS Health determines that the complaint was made maliciously or that a colleague has maliciously provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.
C. Open Door and Problem Solving

CVS Health strives to create a working environment in which everyone can communicate freely.

We encourage you to speak honestly and constructively to your supervisors and managers about your work-related concerns. The company will treat your questions, concerns, and complaints seriously and address them in a timely manner.

When you have a work-related question or concern, it is best to discuss the issue first with your immediate supervisor. Your supervisor is most familiar with your job and working environment and may be able to give you advice, help you to understand a difficult situation, and advise you on next steps.

There may be situations, however, where you are not comfortable discussing the issue with your supervisor or where you require further assistance. When those situations arise, we recommend that you follow the steps in the CVS Health Problem Solving/Issue Resolution Process below.

**CVS Health Problem Solving/Issue Resolution Process:**

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have a question, problem or issue ...</td>
<td>... inform your immediate supervisor or manager.</td>
</tr>
<tr>
<td>You have a routine benefit/payroll/leave of absence issue that has not been resolved by your immediate supervisor ...</td>
<td>... call myHR at 888-694-7287.</td>
</tr>
<tr>
<td>You are not comfortable with this approach, or your immediate supervisor cannot or does not resolve your question, problem or issue satisfactorily ...</td>
<td>... contact the next level of management.</td>
</tr>
<tr>
<td>You are not satisfied with the outcome after speaking with your next level of management ...</td>
<td>... contact the Employee Relations Department at 866-222-9438 extension 6656393.</td>
</tr>
<tr>
<td>You are not satisfied with the outcome after speaking with these people ...</td>
<td>... request that your Employee Relations Department review your issue with the appropriate senior leader for a final decision.</td>
</tr>
</tbody>
</table>
D. CVS Health Ethics Line

In the event you think you have observed violations of the Code of Conduct, company policies, unethical conduct, illegal behavior, unsafe conditions or any violation of applicable law or regulations, including but not limited to state pharmacy laws, we urge you to discuss this with your immediate supervisor and continue your inquiry "up-the-ladder" until you feel you have received an appropriate response. If a question or concern cannot be readily addressed within your work group or through your supervisor, you have the option to contact the CVS Health Ethics Line at 1-877-CVS-2040 (1-877-287-2040).

The Ethics Line is available 24 hours per day, 7 days per week, 365 days per year. When you contact the Ethics Line, you will be treated with dignity and respect. All calls will be treated in a highly confidential manner to the extent the company deems possible. You do not have to identify yourself. Caller ID is not used, and an independent third party handles all calls placed to the Ethics Line. The company is fully committed to its non-retaliation policy meaning that the company prohibits retaliation against anyone for raising a legal or ethical concern in good faith or for cooperating with an investigation.

If you call the Ethics Line anonymously, you will be given a unique identification number so that you can call back for a status report on your call. The company is committed to responding to all reports and will investigate all good faith reports of wrongdoing. Based on the findings of the investigation, the company will address any perceived and actual ethical or business conduct issues. In the event you identify yourself, but do not want your name revealed further, CVS Health will protect your identity to the extent reasonably possible.

Please refer to the Resource Guide at the end of this Handbook for contact numbers and additional information. You can also consult the CVS Health intranet site.

E. EAP/LifeScope for You

The company offers a confidential Employee Assistance Program (EAP) called "LifeScope for You, which provides comprehensive solutions for today's personal and work challenges, including information, tip sheets and advice on everything from welcoming new babies to caring for elderly parents, and from managing relationships to keeping yourself healthy.

LifeScope for You can be accessed 24 hours a day, seven days per week, by calling 1-800-789-8990, downloading the mobile app, or logging on at www.LifeScopeForYou.com.

All colleagues and their family members are eligible to use LifeScope for You to seek confidential assistance with problems such as:

- Depression
- Stress
- Marital concerns
- Parenting issues
- Drug and alcohol abuse
- Family conflict
• Career development
• Work related conflicts
• Financial and legal advice and referrals

In addition, colleagues and family members covered by the CVS Health medical plan can each receive up to six face-to-face, private counseling sessions per issue/per plan year with providers in your area. There is no cost to you.

F. Reasonable Accommodation

CVS Health is committed to providing all colleagues with the opportunity to enjoy a fulfilling work experience and to removing barriers that may deny individuals that opportunity as a result of a disability or religious belief. As described below, CVS Health will consider and grant all reasonable accommodations to eligible colleagues in accordance with applicable law.

An accommodation is any change to the job application process, job duties, work environment or conditions that will allow the colleague or applicant: to have an equal opportunity to compete for a job; to perform the essential functions of a job; or to enjoy equal access to the benefits and privileges of employment. An accommodation is considered “reasonable” if it is feasible, will be effective at assisting the colleague, and does not impose an undue hardship on CVS Health.

Eligibility for Accommodation: A colleague or applicant is eligible to request and receive reasonable accommodations if (1) the colleague or applicant is disabled and requires a reasonable accommodation in order to perform the essential functions of his or her job; or (2) if an aspect of the job application process or the performance of his or her job at CVS Health conflicts with the colleague’s or applicant’s genuinely-held religious belief or practice. In some cases, colleagues may also be entitled to accommodations for issues related to pregnancy. A colleague or applicant with questions about his or her individual situation and whether it is covered should contact Human Resources.

Some Examples of What May be Reasonable Accommodations: The determination of what is and is not a reasonable accommodation and what presents an undue hardship depends greatly on the specific facts of each request. An accommodation that is made for one colleague or applicant in one location may not be made for another colleague or applicant in another location, even though they have the same disability and title. So it is not possible to come up with a definitive list of what will be a reasonable accommodation for all colleagues or applicants. But, in general, a reasonable accommodation might some include:

• altering how or when job duties are performed;
• modifying work schedules;
• reassigning or removing non-essential job duties;
• providing special assistive equipment, devices or technology;
• modifying job training and tests;
• reconfiguring work spaces;
• making facilities accessible;
• providing the help of qualified readers or interpreters;
• providing a leave of absence;
• providing an exception to the dress code; and
• transferring the colleague to another open position for which he or she is qualified.

Some Examples of What Will Not be Reasonable Accommodations:
In general, the company is not expected to accommodate a colleague or applicant by:
• removing essential functions of the job;
• lowering production or performance standards;
• hiring another individual to assist the colleague or applicant;
• providing unlimited or indefinite leave;
• terminating or changing the position of other colleagues;
• creating a new position for the colleague or applicant;
• deleting past discipline or negative performance reviews;
• allowing working conditions that create a direct threat of harm to the colleague or others; or
• purchasing personal aids for the colleague or applicant, such as a wheelchair that will be used in and out of work.

Requesting an Accommodation: Eligible colleagues or applicants are expected to let CVS Health know when they think they might need a workplace accommodation under this policy. Colleagues or applicants should not assume that, if CVS Health is aware that the colleague or applicant has a certain medical condition or belongs to a particular religion, that the company will know exactly how the colleague or applicant may be limited at work. To request an accommodation during hiring, job applicants should contact the hiring manager for their opening or anyone in the Talent Acquisition department. Current colleagues who want to make a request should speak to their manager or to Human Resources and to contact myHR by calling 1-888-694-7287 and follow the prompts for Leave of Absence/Reasonable Accommodations. The request can be in writing or verbal, and there are no “magic words” that colleagues or applicants need to use. To help ensure a prompt response, however, colleagues or applicants should make it clear that they want to request a possible workplace accommodation as a result of their disability, religion or pregnancy.

Interactive Process: Once the request is made the CVS Health Reasonable Accommodations Team will begin the “interactive process,” which refers to the back-and-forth discussion between CVS Health and the colleague or applicant regarding the colleague or applicant’s request. The process is flexible and may be more or less involved depending on the complexity of the colleague or applicant’s request, but the process often starts with a meeting or discussion with the colleague or applicant where Reasonable Accommodations Team member may ask questions to better understand the colleague or applicant’s limitations and the accommodations that may or may not help the colleague or applicant.
Requests for Medical Information or Other Supporting Documentation: As part of the interactive process, the colleague or applicant may be asked to provide information, including medical documentation from a health care provider, to substantiate and explain the colleague or applicant's limitations, how those limitations impact the job and what accommodations may help. The colleague or applicant must provide all requested information and complete requested forms in a complete and timely fashion. If the colleague or applicant does not provide sufficient information, CVS Health may not be able to continue with the interactive process, and no accommodation can be granted.

Timeframe for Review of Request: CVS Health will work hard to complete the accommodation request review process as quickly as possible. In most cases, once the colleague or applicant has provided the necessary information, the company should be able to respond with a decision within a couple of weeks or less. If more time is needed, the colleague or applicant will be updated. Whether a temporary accommodation will be put into place on an interim basis while the accommodation request is pending will depend upon the circumstances.

Determination by CVS Health: Once CVS Health has reached a decision regarding the accommodation request, the Reasonable Accommodations Team member will communicate the decision to the colleague or applicant. If the request is granted, the accommodation will be put into effect going forward. If the request is denied, the Reasonable Accommodations Team member will confer with the colleague or applicant regarding any other accommodations that either party can think of to consider. Colleagues and applicants are not entitled to the specific accommodation that he or she requests. CVS Health may choose among reasonable accommodations as long as the chosen accommodation is effective.

Modification or Change of Circumstances: The interactive process is meant to be an on-going dialogue between the colleague or applicant and CVS Health. If circumstances change that impact a requested accommodation, the parties should revisit the topic. For example, if an accommodation is granted but circumstances change and the accommodation is no longer needed by the colleague or applicant or is no longer acceptable to the company, the accommodation may be altered or later reversed.

Confidentiality: CVS Health recognizes that the information provided by the colleague or applicant in connection with an accommodation request is often very sensitive, and the company will treat all information received with appropriate discretion and care in accordance with company policy and applicable privacy laws. Any accommodation-related records that contain medical information will be handled like other colleague medical records and kept separate from the colleague’s regular personnel file.

Colleague Responsibilities: Colleagues who think they might need an accommodation should be proactive about their situation and approach the company before an issue or conflict arises. Colleagues should participate in the interactive process and provide information as requested. After the colleague’s request has been handled, the colleague should continue to communicate with the manager or Human Resources as circumstances evolve. If the colleague’s manager changes or if the colleague transfers to a new position or location, the colleague should not assume that his or her new managers will know about the colleague’s accommodation history. The colleague should inform new managers and Human Resources contacts about any on-going accommodations.
**Prohibition Against Discrimination and Retaliation:** CVS Health prohibits all forms of discrimination and retaliation against any individual for requesting or receiving an accommodation. If an individual believes that he or she has been discriminated or retaliated against in violation of this rule, he or she should report the matter immediately to a manager or Human Resources.

For additional information on this topic please see CVS Health’s Reasonable Accommodations in the Workplace policy.

**G. Leaves of Absence**

The overall well-being of colleagues is important to CVS Health. The company recognizes that there are times when colleagues need to take time off from work to address personal matters, care for loved ones, perform military duty and for other reasons. The company is committed to providing colleagues with all leave guaranteed by applicable federal, state and local laws, such as the Family and Medical Leave Act (“FMLA”). In addition, the company provides other leaves of absences for which a colleague may be eligible depending on the type of leave sought and whether the colleague meets the leave eligibility requirements.

For more information about the types of leaves of absence for which colleagues may be eligible, please call myHR at 1-888-694-7287 and speak with a leave of absence representative, or go to myHR.cvs.com and select the myLeave link.

**H. Family and Medical Leave Act (FMLA) Leaves of Absence**

**Eligible Colleagues:** Colleagues working in United States and Puerto Rico locations are eligible to take unpaid, job protected leave under the FMLA if they: (1) have worked for the company for at least 12 months, and for at least 1,250 hours within the last 12 months, and (2) are employed at a worksite that employs 50 or more people within a 75 mile radius.

**Basic Leave Entitlement:** Eligible colleagues may take up to 12 weeks of unpaid, job-protected FMLA leave within a rolling 12-month period, measured backward, for any of the following reasons: (1) for incapacity due to pregnancy, prenatal medical care or child birth; (2) to care for the colleague's child after birth or placement for adoption or foster care; (3) to care for the colleague's spouse, son, daughter or parent with a serious health condition; or (4) because of the colleague's own serious health condition that makes the colleague unable to perform the colleague's job. If both spouses work for the company and leave is taken for the foster placement, adoption or birth of a child, or to care for a parent with a serious health condition, the maximum combined FMLA leave for both spouses for such reasons is 12 weeks in any rolling 12-month period, measured backward.

**Definition of Serious Health Condition:** A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the colleague from performing the functions of the colleague's job, or prevents the qualified family member from participating in school or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Military Family Leave Entitlements:** Eligible colleagues whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible colleagues to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible colleague takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definition of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.

**Notice of Leave:** If the colleague's need for FMLA leave is foreseeable, he or she must give the company at least 30 days prior written notice by following the procedures set forth in this policy. Where the need for leave is not foreseeable, the colleague is expected to notify the company as soon as practicable, and generally must comply with the company's normal call-in procedures.

A colleague must initiate a request for leave of absence by calling myHR at 1-888-694-7287, after which the company will send applicable forms and instructions to the colleague.

Colleagues must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the colleague is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances surrounding the need for military family leave.

Colleagues also must inform the company if the requested leave is for a reason for which FMLA was previously taken or certified.

**Medical Certification:** If a colleague is requesting leave because of his or her own serious health condition, or the serious health condition of a covered relative or serious illness or injury of a covered service member, the colleague and relevant health care provider must supply appropriate medical certification. After a colleague initiates a request for a leave of absence, the company will send the colleague notification of the requirement for medical certification, send
appropriate forms, and instruct the colleague when they are due. Failure to provide requested medical certification may result in the delay and/or denial of the leave request. The company may contact the health care provider for purposes of clarification and authentication of the medical certification. If the leave is sought because of the colleague's own serious health condition, the company, at its expense, may require a second opinion examination/certification by a health care provider designated by the company, if it reasonably doubts the medical certification the colleague provided.

If the second health care provider's opinion conflicts with that of the first health care provider, the company, at its expense, may require that a third, mutually agreeable, health care provider conduct an examination and submit medical certification as a final and binding opinion. The company may require subsequent medical recertification as permitted by the FMLA. A certification form may also be required to support a colleague’s request for leave for a “qualifying exigency,” as described herein.

The Company's Responsibilities: The company must inform colleagues requesting leave whether they are eligible under the FMLA. If they are, the company's notice to the colleague must specify any additional information required as well as the colleague's rights and responsibilities. If they are not eligible, the company must provide a reason for the ineligibility.

The company must inform colleagues if leave will be designated as FMLA-protected and the amount of leave counted against the colleague's leave entitlement. If the company determines that the leave is not FMLA-protected, the company must notify the colleague.

FMLA Leave is Unpaid: FMLA leave is unpaid leave, however, a colleague may use any accrued paid time during an otherwise unpaid FMLA leave. For certain types of FMLA leaves, a colleague may be required to use any accrued paid leave time he or she has available.

In order to use paid leave for FMLA leave, the colleague must comply with the company's normal paid leave policies. This substitution of paid leave for unpaid FMLA leave time does not extend the total amount of FMLA leave time available to the colleague. The colleague's FMLA leave runs concurrently with other types of leave (such as paid vacation, state family leave laws, workers' compensation, paid disability, etc.), unless prohibited by applicable law.

Intermittent or Reduced Schedule FMLA Leave: A colleague does not need to use the FMLA leave entitlement in one block. FMLA leave can be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual amount of hours the colleague works per workweek or workday) when medically necessary. Prior to using intermittent or reduced schedule FMLA leave, a colleague is required to comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. Failure to follow the company's procedural requirements, FMLA protected leave may be delayed or denied.

Leave to care for the colleague’s child after birth, or placement for adoption or foster care may not be taken on an intermittent or reduced schedule, except as required by law. Colleagues must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. In certain instances, a colleague on an intermittent or reduced schedule leave may
be temporarily transferred to an alternative position that better accommodates the colleague's need for leave and that has equivalent pay and benefits.

**Reporting While on FMLA Leave/Requests for Extension of FMLA Leave:** Colleagues on continuous FMLA leave must notify their immediate supervisor periodically to report on their expected date of return. If a colleague cannot return to work at the end of the approved leave, the colleague must request an extension to the leave by calling myHR at 1-888-694-7287, providing reasonable notice to the company prior to the extension of the original leave. If a colleague fails to return to work at the expiration of a leave and an extension of the leave has not been approved by the company, the colleague may be subject to discharge.

**Benefits:** During an approved FMLA leave, the company will maintain the colleague's group health benefits on the same terms as if the colleague continued to be actively working. If paid leave is substituted for unpaid FMLA leave, the company will deduct the colleague’s portion of the health plan premium as a regular payroll deduction. If the colleague's leave is unpaid, the colleague must continue to pay his or her colleague portion of the premium to the company in a timely manner in order to continue coverage. If the colleague’s leave is extended beyond the FMLA leave period, the group health benefit coverage will be governed by the applicable plan documents.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the colleague's leave.

**Return from Leave:** If a colleague takes leave because of his or her own serious health condition, the colleague will be required to provide a fitness for duty note before returning to work. The colleague may be asked to have his/her health care provider review the essential functions of the colleague’s job and/or a job description, and specifically indicate whether the colleague can perform the essential functions of his/her job, with or without reasonable accommodations, before returning to work.

When the company requires such a detailed fitness for duty note, colleagues should use the company's fitness for duty form, which will be provided to them or may be obtained by calling myHR at 1-888-694-7287. Colleagues returning to work from an approved FMLA leave will be returned to their original position, or to an equivalent position with equivalent pay, benefits and other employment terms, unless their employment would have been terminated in any event for reasons unrelated to the leave (such as position elimination).

**Unlawful Acts by Employers:** FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement:** A colleague alleging a violation of the FMLA may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. Contact information for the U.S. Department of Labor is: 1-866-487-9243; TTY 1-877-889-5627; and www.wagehour.dol.gov.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
I. California State Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave (California colleagues only)

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

While the law provides only unpaid leave, colleagues may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement — for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position — at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days’ advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks if taken on an intermittent basis, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact myHR at 1-888-694-7287.
III. What We Expect From You

CVS Health and your team members have basic expectations of you. In very general terms, you are expected to:

- Serve and satisfy your customers, including the CVS Health colleagues you support;
- Work safely;
- Know your job and do it well, cooperate with others and support the goals of your team;
- Understand and follow the Code of Conduct and company policies; and
- Conduct your work and professional activities ethically, in accordance with all applicable laws and regulations.
A. Our Standards of Conduct

On and off the job, we expect all CVS Health colleagues to comply with the law, and treat other people with respect, honesty and courtesy. Doing what is right is our basic standard of behavior. Your decisions and actions shape our reputation at CVS Health. That is why we must all commit to act with integrity while meeting our responsibilities. Illegal, unethical actions are unacceptable at CVS Health.

A handbook cannot cover every behavior or act that would be unacceptable, and it is no substitute for good judgment. The examples of unacceptable conduct in this chapter are just examples, not a complete list. If there is no written CVS Health policy specifically addressing a type of behavior or situation, you are always expected to act in a way that is consistent with the company’s Code of Conduct, including its Purpose, Strategy and Values which represent the guiding principles of CVS Health.

As you read through the following sections in this chapter, you need to understand that you could be disciplined or lose your job if you disregard or violate the company’s standards of conduct as set out in the Code of Conduct, the company’s policies, or in this handbook.

Examples of Unacceptable Conduct:

Every day that we come to work at CVS Health or perform work on behalf of CVS Health wherever it is performed, we are all expected to comply with the company’s standards of behavior. Some examples of conduct that could lead to discipline or termination include, but are not limited to:

- Illegal or unethical conduct, whether on or off the job
- Insubordination
- Dishonesty
- Theft or fraud, including falsification of records and theft of time
- Demeaning or abusive conduct toward others
- Use of profane language
- Sleeping on the job
- Conducting personal business during working (non-break) time
- Frequent unauthorized absences, tardiness, or leaving work before the end of your shift
- Interference with or failure to cooperate with an investigation
- Working “off the clock” or requiring a subordinate to work “off the clock” without pay for time worked
- Requesting or otherwise allowing a non-CVS Health colleague (such as a family member or friend) to conduct any CVS Health work or to enter work areas (such as the back room or office) that are restricted to CVS Health colleagues only
- Vandalism, or willful or careless destruction of or damage to the company’s or another person’s physical property
- Reckless conduct including the violation of safety rules
Disabling safety guards or key lockouts on any equipment including conveyors, balers, forklifts or other power equipment

Smoking in any company facility or work area

Asking or allowing a minor colleague to perform duties that are unsafe or violate state or federal child labor laws

Use, possession, distribution of or being under the influence of alcohol, illegal drugs or any other intoxicants while on CVS Health’s property or performing work on behalf of CVS Health

Threats, acts of violence, harassment, or intimidation toward another person

Possession of weapons of any kind in the workplace

Selling any product in violation of state or federal law

Engaging in illegal gambling, raffling, or other games of chance using company resources or in company facilities

Unauthorized use of the company’s physical property, equipment, or assets

Making deliberately malicious statements regarding colleagues, customers, the company or products

Failing to maintain a license, certificate, or registration required for the job, or failing to report an adverse action taken against a license or certificate

Failing to protect and safeguard Protected Health Information (PHI), Personally Identifiable Information (PII), and the confidentiality of those we serve

Disclosure or use of confidential or proprietary information in violation of CVS Health policy

Giving or offering anything of value directly or indirectly to a public official in order to influence official action or obtain improper advantage

Failure to disclose or report an actual or potential conflict of interest

Failure to meet performance standards and expectations

Failure to comply with all applicable laws, regulations and company policies

**B. Coming to Work/Attendance**

All colleagues of CVS Health are important and contribute their unique talents to ensure that our customers, patients, clients and the members we serve receive quality service. Therefore, we consider attendance to be an essential function of each colleague’s job. To ensure continuity of our services, colleagues are expected to make a commitment to report to work on time for each scheduled shift. Excessive absenteeism and tardiness seriously affect the costs and efficiency of operations, places an additional burden on colleagues who are in attendance, and ultimately affects our ability to provide excellent service to our
customers, patients, clients and members. For this reason, absences, incidents of tardiness, or early departures should be addressed by the colleague’s Supervisor or Manager, and depending on the circumstances, may result in discipline or termination of employment.

The company recognizes that colleagues may become ill or have other emergencies or personal situations that prevent them from maintaining regular attendance. If an illness or emergency causes you to miss work or to be late or leave work early, call your supervisor as soon as possible so plans can be made to cover your absence.

Depending on the circumstances, your failure to report to work and not notify your supervisor may result in disciplinary action, up to and including termination of employment, even for a first offense. If we don’t hear from you, we may consider you to have voluntarily resigned from your job.

C. Accurately Recording Hours Worked

CVS Health policy requires all non-exempt, hourly-paid colleagues to record accurately and completely all hours they work by carefully following and strictly complying with the time clock or other time reporting policies and procedures for their job and site. It is a violation of CVS Health policy to do work “off the clock” and non-exempt, hourly-paid colleagues do not have the option of not recording time they worked. Colleagues who (1) use another colleague’s ID, Badge or PIN number to access the other colleague’s time records or to clock the other colleague in or out; (2) give their ID, Badge, or PIN number to another colleague to clock them in or out; (3) falsify time records (including both under-reporting and over-reporting time worked); or (4) improperly tamper with any time-keeping device, will be subject to discipline, up to and including termination.

D. Your Appearance

The public perception of the company is dependent upon its ability to consistently demonstrate a dedication to cleanliness, professionalism and sound judgment. All colleagues are expected to dress and groom in accordance with accepted professional business standards and the uniform guidelines that apply to the colleague’s role and business unit.

When you dress for work, remember that you are part of the company image. As a provider of healthcare products, customers expect us to be clean and neat. In a customer’s eyes, the way we look is as important as the way we organize the shelves. Our appearance can create a strong positive or negative impression about our business to customers, our communities, vendors and shareholders.

Depending on the location in which you work, you will be required to wear the clothing that has been designated by your facility as appropriate, such as business attire or safety clothing. The company has numerous dress standards for its wide variety of locations and job titles including general office workers, sales representatives, warehouse colleagues, delivery personnel, nurses, pharmacists and other personnel. It is important you understand the appropriate dress standards for your particular position. Your manager or supervisor can provide you additional information and guidance.
While dress is a personal choice, certain attire is deemed outside the definition of “appropriate” dress. Such attire includes: shorts (walking or sport), articles of clothing with vulgar, obscene, harassing, defamatory language or graphics, sun dresses, backless dresses, tank tops, sweat outfits, leggings, midriff shirts and tattered, torn, ripped or extensively worn slacks or denim jeans. Colleagues required to wear uniforms must not augment their uniforms with other types of clothing or decorative accessories, such as coats, scarves, masks, headwear, fashion pins or buttons, patches, etc. Hats and jackets, where approved as part of the uniform, may only include company logo wear. Security badges may be required depending on the employment location.

When necessary, Managers and Supervisors may respectfully and discreetly counsel colleagues who make inappropriate apparel or grooming decisions or suffer from hygiene deficiencies. Colleagues sent home for violations of standards will not be compensated for the time spent correcting their attire. When the appearance of a colleague becomes disruptive or potentially damaging to the company through repeated noncompliance, the Manager or Supervisor may pursue disciplinary action up to and including termination of employment.

Colleagues who need to request an exception to any part of this policy as an accommodation either of their religious beliefs or of a disability should speak to their Manager or Human Resources and contact myHR by calling 1-888-694-7287 and follow the prompts to Leave of Absence/Reasonable Accommodations. Managers should also contact HR or myHR where there is a possibility that a colleague's objection to any aspect of the dress code may be based on a disability or a religious belief.

If you have further questions about what is considered appropriate dress for work, ask your manager or supervisor.

E. Licenses and Certifications

At all times during employment, colleagues who are hired into positions where applicable law or regulation requires licensure, registration, special training and/or certification must maintain current licensure and/or registration and meet all applicable requirements in the state in which the colleague practices.

A colleague who does not maintain the required registration, license, certification, education or credential will not be allowed to perform the duties of the position, and their employment may be terminated.

Colleagues will be personally responsible for fulfilling all necessary state requirements for maintaining active licensure/certification, including continuing education and clinical practice. Colleagues will also be responsible for becoming aware of, learning about and complying with any changes to state licensure/certification requirements.

If any negative action is taken against your license, registration or certification, such as suspension, revocation, probation or expiration, you must immediately notify (1) your supervisor, (2) Human Resources, and (3) the Compliance Exception line 847-559-3099.

Additionally, if you are terminated, suspended, debarred or excluded from participation in federal healthcare programs such as Medicare or Medicaid, you must notify your supervisor immediately.
If a colleague is working as a pharmacy technician trainee in a state which allows a training period during which licensure is not required, the colleague is personally responsible for obtaining licensure within the training period allowed by the state.

Any colleague who carries out duties without the necessary licensure/certification will be disciplined up to and including immediate termination and may be subject to civil and criminal sanctions as well.

**F. Employment of Minors**

CVS Health employs many people who are under the age of 18 years. CVS Health does not employ people under the age of 16 years. Federal law and state law have different rules for younger colleagues when it comes to duties, hours of work, certificates, and break/rest periods. If you hire or supervise any colleague under the age of 18, it is important that you familiarize yourself with these different requirements as they will vary from state to state. These requirements are set forth in CVS Health's Employment of Minors Policy.

In general, colleagues under 18 years of age may not:

- Load, unload, or operate scrap paper balers or paper box compactors;
- Climb on or operate a forklift;
- Enter in or operate a freight elevator;
- Load, unload, or operate a motorized conveyor belt;
- Drive a motor vehicle on a public road as part of his or her employment;
- Serve as an outside helper on a motor vehicle on a public road;
- Sell alcohol; or
- Work with photo processing chemicals in concentrated form.

All colleagues, including the minors themselves, are responsible for enforcing and complying with CVS Health's policy and all applicable federal and state laws concerning the employment of minors. Adult colleagues who ask a minor to work a schedule that is not permitted or to do one of the tasks listed above may be disciplined up to and including termination. In addition, managers who fail to ensure that minors have proper certificates may also be disciplined up to and including termination of employment.

**G. Colleague Theft or Fraud**

CVS Health takes incidents of colleague theft or fraud very seriously. Colleagues who engage in the following examples of theft or fraud may be terminated immediately:

- Theft of any kind, including theft of time
- “Sweethearting” or intentional under-ringing of purchases
- Providing your colleague discount card to someone else
• Discounting purchases without authorization
• Consuming or taking merchandise without paying for it first
• Manipulating register sales including unsubstantiated voids or refunds
• Misusing a coupon (e.g., using a coupon for a different product or for a size not discounted by the coupon)
• Misusing company loyalty programs such as ExtraCare
• Giving away product
• Ringing up your own purchases
• Making adjustments to individual purchases for any reason.
• Failing to keep a receipt for a purchase made while at work
• Holding merchandise to take advantage of a future markdown
• Providing confidential information to others that may be used by them to rob or otherwise harm the company, colleagues or customers (e.g., schedules of deliveries or bank deposits, security systems)

Colleagues may utilize self-checkouts to make purchases where available (store level colleagues are prohibited from using self checkouts).

**H. Your Reporting Obligation**

As set out in the CVS Health Code of Conduct, we expect you to notify the company about certain matters that may affect your ability to continue doing your job. CVS Health must know about these matters in order to make informed decisions about your continued employment.

You must immediately notify your supervisor, Human Resources and the Ethics Line (877-CVS-2040 (877-287-2040)) if:

• You have been placed on any state or federal exclusion lists, including the U.S. Department of Health and Human Services Office of Inspector General (OIG) and/or General Services Administration (GSA); or

• You have been convicted of, plead guilty or entered a plea of nolo contendere (no contest) to any criminal offense other than a minor traffic violation.

For purposes of your obligation to report convictions, the term “conviction” includes: (1) when there has been a finding of guilt against you; (2) when you have entered and a court has accepted a plea of guilty or nolo contendere from you; (3) when you have entered into a pre-trial agreement to avoid conviction; or (4) your entrance into a First Offender, deferred adjudication, pardon program, or other arrangement or program where a judgment of conviction has been withheld. However, the term “conviction” does not include: (1) arrests or charges that did not result in conviction; (2) convictions that have been judicially dismissed, expunged, erased or sealed; or (3) convictions that state law does not permit an employer to consider. However, any convictions involving controlled
substances, convictions involving Medicare, Medicaid or any State or Federally funded health care program, and convictions that could result in exclusion from participation in any State or Federal health care program must always be reported.

I. Keeping Your Records Up to Date

As a CVS Health colleague, you will have access to myHR, which is your one-stop, personalized online access to all the resources you need to manage your CVS Health rewards including health benefits, retirement planning, pay, employee discounts and more.

Through myHR, you will have access to self-service tools that will allow you to update personal data, tax data, direct deposit, and personal profile elections on your own behalf. It is important for you to check myHR from time to time, and to keep all of your information updated, so that you continue to receive important information, and so that any necessary changes in your benefits apply as soon as possible. Please take the time to become familiar with myHR and all of the many tools and resources it offers.
IV. The CVS Health Workplace
A. Confidentiality

Your ability to keep and respect confidences is important in all aspects of CVS Health business and is particularly critical in CVS Health pharmacy matters. Our customers must be able to trust and have complete confidence that all CVS Health colleagues will protect and maintain as absolutely confidential the very personal customer/patient information that they may have access to, or otherwise become aware of, concerning our pharmacy customers. Every colleague shall, at all times, maintain and protect the confidentiality of customer/patient information. By way of example only, confidential customer/patient information includes information relating to prescriptions, diagnosis, medical treatment, therapy, family data and any other personal information regarding a customer (including credit standing/history). Except as is necessary for the proper completion of prescriptions and care of a customer/patient, such information shall not be discussed or otherwise shared with other CVS Health colleagues or with any person outside of the CVS Health organization. Any third-party requests or inquiries for customer/patient information must be directed to the Privacy Office. Inquiries of a non-medical-related nature should be referred to your supervisor. In order to protect against the disclosure of confidential information, including but not limited to customer medical information, it is prohibited for any colleague to record a meeting or conversation regarding company matters during working time without the prior consent of all parties to the conversation.

In general, as a colleague of CVS Health, you may be exposed from time to time to confidential and propriety information related to our customers, colleagues, technological innovations, business strategies and systems. By way of example, this includes trade secrets, customer lists, acquisition and divestiture information, customer/patient information, colleague information, information protected by state or federal law, including HIPAA protected information, computer systems data and information, financial data and information, terms and conditions of certain CVS agreements, and sales information. This includes information that might be of use to competitors or harmful to the company or those we serve if disclosed to others. It is vitally important that you understand that all confidential and proprietary information you may gain access to in the course of your job duties is the property of CVS Health and/or of the individual customer/patient or colleague.

In all cases you must:

- Use proprietary information only for job-related purposes, never for personal gain or to the detriment of CVS Health;
- Share proprietary information with co-workers only on a “need to know” basis, and not disclose it to persons outside the company, including business associates or those we serve, except under the terms of a confidentiality agreement approved by the Legal Department;
- Return all proprietary information in your possession upon leaving CVS Health;
- If you worked for a competitor before joining CVS Health, do not share proprietary and confidential business information of the former employer; and
• If you are asked to produce a CVS Health policy or procedure, ensure you are in compliance with our Distribution of CVS Health Policies and Procedures to PBM Clients and Other Third Parties Policy, available on the Policy and Procedure Portal.

Any concerns regarding this policy should be referred to the Privacy Office.

B. Privacy and Security of Customer Information

Our role in the healthcare industry requires us to collect and maintain the personal health information of those we serve. This data, also called “Protected Health Information” or PHI, is protected under federal and state privacy and security laws. These laws require that PHI, such as names, addresses, dates of birth, phone numbers and social security numbers that are combined with medical information such as medical diagnoses, prescription histories and physician notations, be handled in a confidential manner.

“Personally Identifiable Information” (PII) must also be protected. PII is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person. It includes the demographic information associated with PHI, as well as other unique identifiers such as credit card data, email addresses, driver’s licenses, finger prints, online contact information, religious affiliations, financial information, certain photographic images or handwriting.

It is critical that those we serve – including colleagues who also may be utilizing our retail or pharmacy services – are able to count on us to protect their personal and health information. Remember, the people we serve trust CVS Health to use their PHI and PII only for purposes of providing our services to them.

Protecting PHI, PII and the confidentiality of those we serve are conditions of employment with CVS Health.

You should:

• In all cases, use and disclose the minimum necessary PHI or PII to perform the job;

• Disclose PHI or PII to any third party only with appropriate written authorization from the individual, unless the law authorizes or requires the disclosure;

• Use health information with all identifiers removed whenever possible;

• Dispose of unneeded copies of documents containing PHI or PII in the available shred bins and bags;

• In your work space, never leave PHI or PII lying on desks, active on computers, in fax machines or in any other generally accessible area;

• Take special care to secure PHI or PII when transmitting or transporting it outside CVS Health; and

• Make sure to encrypt any PHI or PII on portable devices (such as cartridges, USB devices, disks, laptops, mobile devices) or transmitted through the Internet.
It is the responsibility of each colleague in possession of confidential information to use all appropriate and reasonable safeguards when handling and disposing of confidential information in their possession or control.

Adherence to this Confidentiality Policy is a condition of hire and continued employment at CVS Health. If you violate this policy, disciplinary action up to and including termination of your employment — even for a first violation — will be taken.

In addition, the unauthorized disclosure of customer/patient information may also expose CVS Health and/or you personally to legal claims by customers or their family members for improper disclosure of private information. Finally, anyone who releases, uses or discloses confidential health care information without proper authorization may also be subject to civil and/or criminal penalties under applicable state and federal laws.

C. Use of Company Property

CVS Health provides you with the tools and materials you need to do your job.

The company’s physical assets include items such as inventory, office and store equipment, vehicles, supplies, reports and records, computers, e-mail, telephones, cell phones and other mobile devices, voicemails, internet, and any other tangible property that CVS Health owns, rents or leases. Company assets may also be non-physical, for example, the company name, logo, trade secrets, strategies and customer information. Protecting CVS Health assets against loss, theft or other misuse is the responsibility of every colleague because it directly impacts our reputation and profitability.

All company assets are the sole property of CVS Health. The company reserves the right to monitor, access and search company assets, including computers, e-mails, phones, voicemails, and internet usage and history at any time, without providing advance notice to colleagues. Colleagues are prohibited from sharing user access credentials (i.e., ID’s and passwords) with anyone.

When circumstances warrant, CVS Health may require any colleague, while on duty or on CVS Health property, to submit to a non-invasive inspection of their person, vehicle, uniform, locker, package, handbag, briefcase or other personal property.

D. Solicitation and Distribution

To maintain a proper business environment and to prevent interference with work and inconvenience to others, colleagues may not solicit for any purpose nor distribute literature or other materials in any format or medium (ex., paper, electronic, etc.) within CVS Health’s buildings or on CVS Health’s property during the colleague’s working time or the working time of any colleague being solicited or approached. “Working time” is defined as those times of the workday when colleagues are supposed to be engaged in work. “Working time” does not include a colleague’s authorized lunch or rest periods or other time when the colleague is not required to be working, including before and after working time.
Distribution of printed or electronic materials, including brochures, flyers, e-mail or written literature of any kind, is prohibited at all times in any work area. Non-colleagues may not solicit, canvas, or distribute literature or other materials within CVS Health’s buildings or on CVS Health’s property at any time.

E. Media Relations

CVS Health is one of the largest providers of prescription medications in the United States. It is the subject of regular media interest nationally and locally in the states where our stores and facilities operate. Generally, the company will respond to media outreach through designated spokespersons. Requests to the company for information or interviews from the news media are to be referred to the Corporate Communications Department. News media includes newspapers, television, radio, trade journals, websites, market research firms and the like.

Under no circumstances may a colleague claim to speak on behalf of CVS Health to a member of the news media without the approval of the Corporate Communications Department. If you are approached by the news media for comment while at work we suggest you state: “I am not authorized to comment on behalf of the company but I would be happy to refer you to my supervisor or provide you with the number to the Corporate Communications Department.” If you are asked for comment when you are away from work, we would appreciate your notifying your supervisor as soon as possible.

Additionally, news media personnel or commercial film crews/photographers are not permitted to film or take photographs in any company location (CVS Health store, mail order facility, pharmacy, specialty pharmacy or other CVS Health facility) without prior approval of the Corporate Communications Department. Any camera crew, film crew or photographer attempting to film or photograph company locations must be refused and instructed to leave the premises until they obtain authorization from the Corporate Communications Department.

Our leaders also attract vendors, investment professionals, other organizations and individuals who want to be publicly associated with our brands. This is done through business relationships, participation in industry events where our colleagues are asked to participate in presentations, roundtable discussions, webinars and other public events. In order to enhance our corporate reputation and brands, ensure the messaging of CVS Health is not misinterpreted and protect the company’s confidential and proprietary information, we need to ensure that all media presented as endorsed by CVS Health is reviewed and approved before it is delivered/presented. The Corporate Communications Department is responsible for these reviews. Please ensure all requests for this type of information are approved through the Corporate Communications Department prior to delivery/presentation. Certain types of information sharing outlined may also require the approval of the Investor Relations Department or the Legal Department as well. CVS Health colleagues are not authorized to speak on behalf of the company without approval from the Corporate Communications Department.
F. Internet and E-Mail

Internet and e-mail services and software are provided by CVS Health to assist in the conduct of company business and should be used primarily for business purposes only. Colleagues using the company internet connection and e-mail services are considered to be representatives of CVS Health and/or its subsidiaries and should act in accordance with the following established general company guidelines:

• Using the systems to solicit outside business ventures for personal financial gain, or religious or political causes is strictly prohibited.

• Downloading or uploading of data from or to the Internet is only permitted for official company use.

• It is strictly prohibited to create, transmit, download or upload any violent, discriminatory, abusive, demeaning, threatening, harassing, intimidating, or coercive messages or files, or visit any Web or Internet sites containing pornography, hate-speech, gambling or unlawful conduct.

• No one is permitted to maintain a personal public Web site that represents itself as a CVS Health Web site.

1. Internet Guidelines

All of the company’s technology resources are the sole and exclusive property of CVS Health and, as relevant, its vendors and licensors.

By accessing and using CVS Health technology resources or any CVS Health Information Assets, all colleagues expressly understand and agree that:

• All access, use or disclosure are for authorized use only and will comply with the CVS Health Code of Conduct and applicable policies, including without limitation, the policies and standards of the Privacy and Information Security Programs;

• As associated with any access and use, CVS Health may (a) collect personal data (b) routinely monitor, intercept, and search any data and (c) use or disclose any data (including transfer to the U.S.); and

• Any improper or unauthorized access and use may be subject to criminal/civil penalties and disciplinary action, including termination.

Colleagues may not use the technology resources for personal financial gain or the financial benefit of any third party (including the sale of any non-CVS Health products or Services), or in violation of CVS Health policies and applicable laws relating to solicitation, political activity or lobbying. The technology resources may also not be used to create, store, or distribute any form of Malicious Software (e.g., viruses, worms, or other destructive code).

2. Misuse of Software

Without approval from authorized CVS Health Management, colleagues may not do any of the following:

• Copy CVS Health owned or licensed software for use on their home computers;


• Provide copies of CVS Health owned or licensed software to any independent contractors or consultants of CVS Health or to any third party;
• Install software (including screen savers and games) or any updates to any existing software on any of CVS Health's Workstations or Servers;
• Download any software from the Internet or other online Service to any of CVS Health's Workstations or Servers;
• Modify, revise, transform, recast, or adapt any software; or
• Reverse engineer, disassemble, or decompile any software.

Colleagues who become aware of any misuse of software or violation of copyright law must immediately report the incident to their supervisor or other responsible manager.

Unauthorized possession or removal of the following from CVS Health property is prohibited:

• Any proprietary, trade secret protected, or confidential business data, electronic or hardcopy; or
• Any computer equipment and/or software.

In order to safeguard its assets, individual company offices are responsible for implementing security guidelines and procedures including an auditable removal of property controls.

Finally, without prior approval by Information Security, Agents may not accept or agree to be bound by any terms and conditions of use (other than standard terms and conditions of use for access to web sites), license agreements, or other types of online agreements that are in excess of the Agent’s authority for written agreements.

3. E-mail Guidelines

Data that is composed, transmitted, accessed, or received via company email or the company internet system shall not contain content that shall be considered discriminatory, obscene, threatening or harassing to any person.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that shall reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, sexual orientation, gender identity or expression, veteran or military status, or any other characteristic protected by law or in violation of CVS Health policies.

All messages composed, sent, or received on CVS Health e-mail systems and all files downloaded from the Internet are and remain the property of CVS Health and may be considered to be part of the official records of CVS Health and, as such, are subject to disclosure to law enforcement or other Third Parties.

CVS Health reserves the right and intends to exercise, the right to review, audit, intercept, access and/or disclose any messages, files and Internet site visits which for any purpose were created, sent, or received over email and/or internet systems, without the permission of the colleague.
Access to personal webmail through the company network and guest wireless network is strictly prohibited. This restriction applies to all company-issued laptops and desktops that have the ability to access personal webmail through the CVS Health network.

Colleagues shall not transmit personal comments, statements, or opinions via CVS Health email that may be mistaken as the position of CVS Health. Colleagues shall not send or participate in chain letters, pyramid schemes, or other illegal schemes.

Using the systems to solicit outside business ventures, political, or religious causes is strictly prohibited. To maintain a proper business environment, and to prevent interference with work and inconvenience to others, solicitation, or distribution of material (including Email) from one colleague to another is prohibited while either is on working time.

Confidential Information and sensitive information shall not be included in email or internet communications unless proper, formalized security precautions have been exercised; certain email communications may contain privileged or confidential Information.

CVS Health e-mail systems shall not be used for the unauthorized external transmission of confidential or proprietary information, PHI or PII, copyrighted or similar materials. When authorized, such e-mails should be encrypted before being sent.

Violations of this policy should be reported to an appropriate manager or to the Human Resources Department for investigation and resolution.

For more on this topic, please refer to CVS Health Information Security Acceptable Use Standard Policy.

G. Personal Cell Phones

CVS Health is committed to having a professional work environment where colleagues are able to perform their work without unnecessary distraction.

While at work, Colleagues are expected to limit personal use of cellular phones and other technological devices. Personal calls, text messages, social media and other technological activities during working time, whether done on equipment owned by the colleague or the company, interfere with the productivity of the colleague and others. Such activities should be limited to non-work time such as breaks.

Due to the nature of our business and the highly sensitive information kept in our workplace, we must take steps to avoid the breach of confidentiality and the loss of company trade secrets, PHI or PII or other personal information. Colleagues should not use cell phones or other devices to take pictures or record audio or video at work if: (1) doing so would violate the law; (2) the colleague does not have the consent of all parties involved; or (3) the colleague is in an area, such as a restroom, locker room, behind the pharmacy counter, in the manager’s office, or near a computer or monitor where sensitive information is present.
H. Social Media

As the online landscape continues to evolve, the opportunities for CVS Health colleagues to communicate with one another, customers, partners and the world at large are also growing. While social media is a new way to communicate, it doesn’t change the values that CVS Health promotes as a company, and that we ask each of you to exemplify in your daily work as a CVS Health employee. We encourage you to be a champion on behalf of the Company, while keeping the CVS Health values in mind.

As with traditional news media, only designated CVS Health colleagues are authorized to speak on behalf of the company in social media in any official capacity, including but not limited to: Facebook, LinkedIn, Twitter, YouTube and online discussion forums and blogs. In this context, “speaking on behalf of the company” means giving the impression, through your words, title or otherwise, that your statement is the company’s official account of an event or position on a topic. Please see the CVS Health Social Media Policy for guidelines on distinguishing between personal social media and work social media.

CVS Health colleagues who choose to make use of social media or otherwise engage in online communications as an identifiable employee of CVS Health must comply with the following guidelines:

1. **Use good judgment.** You are responsible for your actions online. CVS Health employees are expected to be honest and to exercise common sense and good judgment in social media postings and other online communications.

2. **Always be clear about who you are and where you work.** If you are introducing a topic or joining a conversation about CVS Health, make your connection to the Company and to the issue clear up front.

3. **Protect personal and confidential information.** Our Code of Conduct makes clear the importance of protecting the privacy and security of PHI, PII, and employee information. It is not permissible to disclose this information through social media or other online communications. Remember, it is never appropriate to discuss or post personal information about other colleagues, customers, patients, clients, plan members, or partners unless we have their written consent to do so. Do not post photos taken behind the pharmacy counter in any pharmacy or show computer screens or monitors in any setting that might contain PHI, PII, or confidential, proprietary information.

4. **Do not Be Disrespectful or Break the Law:** You should not post anything discriminatory, harassing, bullying, threatening, defamatory, or unlawful. Don’t post content, images or photos that you don’t have the right to use.

**Know the rules.** Federal, state and local regulations – and social media site terms of service – limit our ability to discuss some topics and can require us to disclose certain information.
I. Prevention and Detection of Fraud, Waste and Abuse

Deficit Reduction Act of 2005 (DRA) § 6032 – Education About False Claims Recovery

CVS Health is committed to operating its business with high ethical standards and in compliance with applicable law. This commitment includes complying with the Federal False Claims Act, which prohibits fraud, waste, and abuse in the government health programs with which CVS Health deals, such as Medicare and Medicaid.

CVS Health has established a written policy to educate colleagues (and certain contractors and agents) about such laws, certain colleague rights and company policies and procedures for detecting and preventing such conduct. For information on detecting and preventing fraud, waste and abuse refer to the CVS Health DRA § 6032 – Education About False Claims Recovery Policy available on the Policy and Procedure Portal.

The policy provides a detailed discussion of the federal False Claims Act and similar state laws that make it illegal to use false statements or documents in billing government health care programs such as Medicare and Medicaid. The federal False Claims Act is a law that forbids the sending of a false claim or bill to the federal government for payment from a federal program, including Medicare and Medicaid. Either the government or a private citizen (in the name of the government) may bring a suit to enforce the False Claims Act. This law also prohibits an employer from punishing a colleague for lawfully bringing a suit under the False Claims Act or helping the government enforce this law. Many states also have laws like the federal False Claims Act. These state laws generally make it illegal to send a false claim or bill to the state government for payment from a state program, such as Medicaid. Some parts of these state laws may be different from the federal False Claims Act. As part of its Compliance Program, CVS Health has developed the CVS Health Code of Conduct and related policies and procedures for detecting and preventing fraud, waste and abuse.

CVS Health encourages you to report any ethical misconduct or compliance concerns such as false claims or false statements to your manager, the Compliance Officer, or by using the toll free Ethics Line (1-877-CVS-2040).

J. Corporate Environmental Policy

CVS Health is committed to operating in a manner that meets or exceeds environmental laws and regulations. We expect all of our colleagues to understand and comply with CVS Health’s Environmental Compliance Policy as it applies to their job functions. Our Leadership is committed to providing the resources to implement this Environmental Compliance Policy. We believe innovative thinking and collaboration will lead to stronger environmental performance and will lessen our impact on the communities where we live and do business.

CVS Health is committed to:

   • Complying with all federal, state and local environmental laws and regulations applicable to operations and facilities;
• Communicating this environmental compliance policy and our commitment to environmental stewardship to all colleagues;

• Developing programs and processes to ensure compliance with identified environmental regulatory requirements and to minimize our impact on the environment and natural resources;

• Setting goals to attain environmental compliance excellence through continuous improvement of our environmental programs;

• Periodically and systematically reviewing environmental risk and priorities set to ensure regulatory obligations are being met or exceeded;

• Providing appropriate training and resources to ensure regulatory requirements are properly implemented to protect our colleagues and the environment;

• Holding colleagues accountable for the implementation of environmental programs and related processes as well as their own actions;

• Cooperating with regulatory agencies to show our commitment to resolving compliance inquiries in an expeditious manner, and ensuring that any deviations from applicable regulatory requirements are promptly corrected;

• Proactively engaging with stakeholders, lawmakers and regulators to advocate for sound environmental policy or regulation that may impact our business; and

• Seeking ways to proactively reduce environmental risk through the use of sustainable products, technologies and practices as we strive to minimize our environmental footprint.

CVS Health expects its vendors and other third party providers to share this same commitment to environmental compliance and the environment.

CVS Health has created environmental compliance programs under the framework of a Corporate Environmental Management Program (EMP) to responsibly manage environmental aspects of our business. These programs address a number of environmental topics such as hazardous and solid waste management, fuel storage tanks, air emissions from fuel powered equipment, wastewater, storm water and site remediation. Program elements are integrated into the CVS Health policies and operations procedures to ensure proper controls and management standards for compliance with environmental regulations.

K. Conflicts of Interest

CVS Health expects all colleagues to avoid actual or potential conflicts of interest that interfere, or appear to interfere, with the interests of the company. For the protection of both the company and the colleague, colleagues must promptly and fully disclose to their manager any situation that may involve an actual or potential conflict of interest, whether or not the colleague is personally involved with the actual or potential conflict. Colleagues should contact the CVS Health Conflict of Interest Line at 1-847-559-4100 to make such disclosures, or to report any questions, problems or issues regarding conflicts of interest. Certain
Colleagues may also be required to sign an annual Conflict of Interest Certification. Violations of this policy may result in discipline up to and including termination of employment.

Some circumstances that may present an actual or potential conflict of interest include, but are not limited to, the following:

- When a colleague permits the prospect of personal gain to improperly influence the manner in which he or she conducts CVS Health business;
- Gifts and entertainment;
- Outside employment;
- Participation in outside organizations;
- Intimate or romantic relationships;
- Employment of relatives;
- Having a financial interest in a CVS Health competitor, vendor or client; and
- Use of company assets for certain purposes.

Examples of some of the more common circumstances are explained in more detail as follows:

1. Gifts and Entertainment

GIVING AND RECEIVING GIFTS AND ENTERTAINMENT CAN BE A COMPONENT OF CERTAIN BUSINESS RELATIONSHIPS. THIS IS AN ACCEPTABLE PRACTICE AT CVS HEALTH UNDER CERTAIN LIMITED CONDITIONS. PLEASE REFER TO THE CVS HEALTH MEALS, GIFTS AND ENTERTAINMENT POLICY ON THE POLICY AND PROCEDURE PORTAL FOR MORE DETAIL ON PERMISSIBLE AND PROHIBITED MEALS, GIFTS AND ENTERTAINMENT.

2. Outside Employment

ANY OUTSIDE EMPLOYMENT ACTIVITY, INCLUDING A SECOND JOB OR SELF-EMPLOYMENT, MUST BE COMPLETELY SEPARATE FROM COMPANY WORK. ANY OUTSIDE WORK MAY BE PROHIBITED IF THE COMPANY DEEMS THAT THE WORK MAY CREATE A CONFLICT OF INTEREST WITH THE COLLEAGUE’S RESPONSIBILITIES WITH CVS HEALTH. COLLEAGUES SHOULD NOT USE COMPANY TIME OR OTHER COLLEAGUES’ SERVICES FOR OUTSIDE ACTIVITIES UNLESS SPECIFICALLY AUTHORIZED BY MANAGEMENT. IN ADDITION, COLLEAGUES ARE PROHIBITED FROM USING CONFIDENTIAL CVS HEALTH BUSINESS INFORMATION.

CVS HEALTH PROHIBITS CERTAIN COLLEAGUES, SUCH AS MANAGERS, PHARMACISTS, AND NON-STORE BASED COLLEAGUES, FROM WORKING FOR OUR COMPETITORS DURING THEIR EMPLOYMENT WITH CVS HEALTH. SUCH COLLEAGUES MAY SEEK EXCEPTIONS TO THIS RESTRICTION BY CONTACTING THE CVS HEALTH CONFLICT OF INTEREST LINE.

If you have a question regarding employment outside of CVS Health, please speak to your manager or contact the CVS Health Conflict of Interest Line at 1-847-559-4100.
3. Participation in Outside Organizations

CVS Health encourages its colleagues to participate in organizations and activities (including charitable activities) outside the workplace to the extent that they do not interfere with working time or with the ability to perform one’s job at CVS Health. Please note that if you want to join a Non Affiliated Board or become a director or trustee of an outside organization, you must inform your manager or supervisor and obtain written approval. After receipt of manager or supervisor approval, you must also request approval from the Chief Compliance Officer (CCO) or designee. For more information please refer to the Participation on Non-Affiliated Boards of Directors/Trustee Policy found on the Policy and Procedures Portal.

4. Dating Other Employees

Dating relationships at work have the potential to create an uncomfortable working environment and this is especially true for relationships between supervisors and colleagues who either directly or indirectly report to them. Accordingly, CVS Health prohibits intimate or romantic relationships between managers/supervisors and colleagues who either directly or indirectly report to them.

If you are dating another CVS Health team member, the company has the right to take steps to minimize potential problems that could arise. Depending on the situation, transfer or resignation options may be offered to either or both team members. You must disclose the existence of any relationship that creates the appearance of a conflict to your supervisor or to your Human Resources Manager. Following are some examples of situations that could create an actual or potential conflict of interest:

- A colleague in any position that would allow him or her to make or influence a decision relating to the working conditions of the other colleague;
- A colleague in any position that would allow him or her to receive any direct or indirect benefit from a transaction with the other colleague; or
- A colleague in any position that would allow him or her to audit, review or investigate either the other colleague or the work of the other colleague or creates a perception of unfair favoritism towards the other colleague or the work of the other colleague.

If you have a question regarding whether a relationship would constitute a Conflict of Interest, you may contact the CVS Health Conflict of Interest Line at 1-847-559-4100. Failure to disclose or delay in disclosing a potential conflict could result in disciplinary action up to and including termination of employment.

5. Working with Relatives

CVS Health is committed to the equitable treatment of all colleagues and contractors and to preventing partiality in the hiring, promotion, demotion, reassignment, and transfer of colleagues and contractors in conjunction with the employment of relatives.

Relatives may be employed at or work together at CVS Health; however, managers and supervisors should not employ or have a relative in a direct
reporting relationship, a position where a relative is auditing another relative’s work, or a position that poses a possible conflict of interest. All colleagues or contractors involved in such a relationship must immediately inform management of this relationship. Failure to report such relative relationships may result in disciplinary action up to and including termination of employment.

The appropriate solution will be determined by CVS Health management and Human Resources representative collectively and may include but not limited to approval, transfer, reassignment, or termination from employment of one or both colleagues or colleague and contractor.

For more information on this topic please refer to CVS Health’s Employment of Relatives Policy available on the Policy and Procedure Portal.
V. Pay and Benefits

CVS Health rewards good performance. Our wages and salaries are competitive with those of other leading companies. Your compensation is directly related to your credentials and experience, your job responsibility and performance, the performance of the company, the geographic area in which you work, and other market factors.

Pay increases may be determined on the basis of performance, adherence to company policies and procedures and ability to meet or exceed job-related duties and achieve performance goals, as well as other business considerations.

CVS Health offers a wide range of benefit plans and programs. You automatically receive some of these benefits; others are optional. We recognize that people’s lifestyles and benefit needs change. We continually explore ways to modify existing plans or to offer new plans that will provide more value for the changing needs of our team members. Accordingly, both the type of benefits CVS Health provides and the extent of coverage may change at the company’s discretion.

As a CVS Health colleague, your compensation consists of more than just your regular pay for time worked. Your total compensation also includes a comprehensive benefits package, which is the complete range of benefit plans for which you are eligible. The financial value of this package is significant. The amount of your pay plus the value of your benefits equals your total compensation — the true financial reward you receive from CVS Health in exchange for your work.
A. Non-Exempt Employees

Under the Fair Labor Standards Act ("FLSA"), non-exempt colleagues must be paid at least the federal minimum wage (or state minimum wage, whichever is higher) and must receive overtime pay for all time worked over 40 hours in a workweek. Non-exempt colleagues also may be entitled to other types of overtime under applicable state laws. Colleagues who are entitled to overtime are referred to as “non-exempt.”

As a non-exempt colleague, you are required to accurately report all the time you work each day in CVS Health’s timekeeping system (e.g., by clocking in with a card swipe, at a cash register, or by using other timekeeping devices that exist in the facility you work in). You must accurately record all regular and overtime hours worked, any absences, arrival and departure times, and meal breaks. All required training also must be recorded in the timekeeping system. You should review your recorded hours to ensure that the timekeeping system has captured all of the hours you worked. If your time records are not accurate, you should notify your supervisor or Human Resources Business Partner immediately.

Non-exempt colleagues are prohibited from working “off-the-clock” at any time (i.e., working without reporting the time worked to CVS Health). Non-exempt colleagues should not work any hours that are not authorized by their supervisors. This means, for example, that non-exempt colleagues must not perform any work before clocking in at the start of their shift, perform any work during their meal breaks, or perform any work after clocking out at the end of their shift, or perform any other extra or overtime work unless directed to do so by a manager. If you have any questions about when or how many hours you are expected to work, you should contact your supervisor. However, even unauthorized work must be accurately recorded in the company’s timekeeping system.

Managers of non-exempt colleagues are responsible for ensuring that non-exempt colleagues are properly compensated for all hours worked, including for the time it takes to complete any mandatory training.

It is a violation of CVS Health policy for any colleague to work “off-the-clock,” incorrectly report hours worked, or alter another colleague’s time records. It is also a violation of CVS Health policy for anyone to instruct or encourage another colleague to work “off-the-clock,” incorrectly report hours worked, or to alter another colleague’s time records. If anyone instructs or encourages you to work “off-the-clock,” incorrectly report your hours worked, or alter another colleague’s time records, you should not do so and should report the incident immediately to your supervisor, Human Resources, or the CVS Health Ethics Line at 1-877-CVS-2040.

B. Exempt Employees

Under the FLSA and applicable state laws, some colleagues are considered exempt from the minimum wage and overtime pay requirements.

If you are classified as an exempt colleague, you will receive a predetermined weekly, biweekly or monthly base salary. Depending on your position, you may also be eligible for additional compensation. Your base salary as an exempt colleague will be established at the time you are first hired into an exempt position. Your base salary is subject to review and may change from time to time.
However, it will not be reduced due to variations in the quantity or quality of work you perform.

Under applicable law, salary is subject to certain deductions. For example, absent contrary state law requirements, the company can reduce your salary for the following reasons:

- Full day absences for personal reasons, sickness or disability
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of a written workplace conduct policy applicable to all colleagues
- Leaves of absence taken pursuant to the Family and Medical Leave Act
- Time not worked during the initial and final weeks of employment
- You did not perform any work in the workweek

In any workweek in which you perform work, your salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability
- Absences on a regularly scheduled work day when CVS Health decides not to operate the store or other facility where you work
- Absences for jury duty, attendance as a witness, or military leave
- Unpaid disciplinary suspensions of less than one day, or unpaid suspensions for reasons that do not involve violations of a written workplace conduct policy applicable to all colleagues

C. Timekeeping and Payroll Practices

It is the policy of CVS Health to pay its colleagues all compensation they are entitled to receive in compliance with all applicable state and federal laws. This policy describes some of the basic rules concerning CVS Health’s timekeeping and payroll procedures, as well as the steps colleagues should follow to ensure that they are paid properly for all time worked.

D. Meals and Rest Breaks

The company provides meal breaks and rest periods for colleagues who work shifts that exceed a certain number of hours per day. There are certain state requirements must be followed when their requirements provide for additional or longer meal breaks and rest periods than those provided by CVS Health’s policy.

Although you may wish to work through your meal or rest period to assist customers, your managers or colleagues, or to leave work early, it may not be allowed under state law. Even in the few states that allow you to work through your meal or rest periods, you may not do so without signing a meal break waiver. If you do work through an unpaid meal period or your unpaid meal period is interrupted, you should notify your manager to ensure that your working time is correctly included in your pay. If you notice that a meal period that you did not take was deducted from your pay, you should promptly notify your manager and request a correction.
For more on this topic, please refer to CVS Health’s Meal and Rest Periods Policy and any other separate Meal and Rest Periods policy that is specific to your job position and location.

**E. Review Your Pay Stub**

CVS Health works hard to ensure that all colleagues are paid correctly, but mistakes can happen occasionally. When mistakes do occur and are called to the company’s attention, CVS Health will promptly make any corrections necessary. Please review each paycheck and pay stub when you receive them to make sure your hours are recorded correctly and your pay and any deductions taken are correct. If you believe an error has occurred, or if you have any questions about your paycheck or pay stub, please promptly report the matter to your supervisor, Human Resources, or call myHR at 1-888-MY-HR-CVS.

**F. Reporting Errors and Omissions**

If you have questions about deductions from your pay, if you believe you have been subject to any improper deductions, or if your pay does not accurately reflect your hours worked, please immediately contact your supervisor, Human Resources or myHR at 1-888-MY-HR-CVS. If you have not received a satisfactory response within five business days after reporting an incident, please immediately contact the toll-free CVS Health Ethics Line at 1-877-CVS-2040.

Every report will be fully investigated and CVS Health will make every effort to ensure that you receive the pay to which you are entitled. CVS Health will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in CVS Health’s investigation of such reports, even if the reports do not reveal any errors or wrongdoing. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge. If CVS Health concludes that a colleague has violated this policy, corrective action will be taken, where appropriate, up to and including discharge.

**G. Pay Transparency**

The company will not discharge or in any other manner discriminate against colleagues or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another colleague or applicant. However, colleagues who have access to the compensation information of other colleagues or applicants as a part of their essential job functions cannot disclose the pay of other colleagues or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.
H. Pay Period/Payday

CVS Health has a number of different pay cycles/schedules:

- The workweek for all colleagues begins on Sunday and ends on Saturday.
- The bi-weekly pay period begins on Sunday and ends on the second Saturday. Direct deposits are posted to your account for availability the Friday following the pay period. Receipt of paychecks is targeted for the Friday following the pay period.
- The monthly pay period begins on the first day of the month and ends on the last day of the month. Direct deposits and receipt of monthly paychecks are targeted for the 12th day of the month.

You will receive a statement of earnings (i.e., a pay stub) for each pay period. This may be delivered to you in paper format attached to your paycheck or viewable only on myHR.cvs.com, depending on where you work and what elections you have made. This statement shows details regarding your pay, such as your regular and overtime earnings for the pay period and for the year, and your itemized current and year-to-date deductions. You may view your statements of earnings for the past year at any time by visiting myHR.cvs.com. You may obtain older statements of earnings by calling myHR at 1-888-MY-HR-CVS.

I. Direct Deposit

CVS Health can electronically deposit your paycheck into a financial institution associated with the National Automated Clearing House Association (NACHA). To ensure availability of funds on the scheduled pay date, CVS Health urges all colleagues to enroll in either the Direct Deposit Program or to sign up for a Money Network Service paycard.

J. Colleague Recognition

Values in Action is CVS Health's colleague recognition program. It gives colleagues a way to celebrate our values by recognizing one another’s efforts. It also provides a way for leaders to recognize colleagues for going above and beyond in helping people on their path to better health.

Thanks to You! provides all colleagues with a way to share a simple pat on the back, thumbs up, or thank you using a recognition post that is viewable on the Values in Action Newsfeed or as a handwritten recognition card. This form of recognition is ideal to use frequently when acknowledging a job well done within one’s parameters of their responsibilities.

Leaders may award recognition points which can be redeemed for awards from the Values in Action catalog. Also from within the recognition application, you may submit nominations for the Values in Action Breakthrough Award. Check out the site for more information about the importance of recognition and examples of when, how, and why to recognize the great things we do every day.
VI. Your Safety
A. Commitment to Safety

CVS Health is committed to providing a safe and healthy environment. Unsafe practices can lead to serious consequences, such as personal injury, injury to colleagues or customers or other serious outcomes. We are committed to the well-being and safety of ourselves, our colleagues and anyone doing business with us. We believe in full compliance with the safety and health standards contained in the Occupational Safety and Health Act (OSHA) and all state and local health and safety regulations.

Maintaining a safe workplace is everyone’s responsibility and involves the following:

- Follow all safety rules, procedures and signage.
- Always engage in safe work practices.
- Ask questions when you are uncertain about how to perform a job, or whenever concerns exist about workplace safety and health.
- Report all injuries and accidents to management immediately.
- Participate in safety program activities including trainings, meetings and Huddle Talks and use of colleague suggestion processes.
- Notify management of all observed hazards, unsafe conditions and conditions.
- Promote safety awareness among co-workers to prevent injuries to colleagues and customers.

To prevent workplace injuries, you must follow all applicable safety rules and procedures at all times, be alert and exercise common sense whenever you are at work.

If you believe a safety issue is not being addressed in a timely manner, or if you are uncomfortable reporting a safety-related concern to your manager or supervisor, you may call the CVS Health Ethics Line at 1-877-CVS-2040 (1-877-287-2040). Calls to the Ethics Line may be made anonymously.

B. Safety Rules and Procedures

Specific safety rules and procedures apply at each CVS Health work location. These rules and procedures include, but are not limited to:

- Colleagues under the age of 18 years or colleagues who have not been trained are not allowed to load, unload or operate any powered equipment or machinery, such as compactors, balers, forklifts, elevators and conveyor belts.
- Wear proper clothing for your job and the task you are performing. Loose-fitting clothes, neck ties, dangling jewelry, and loose hair can cause accidents, particularly when using powered equipment such as conveyor belts or compactor/balers. Shoes should be slip-resistant.
- Utilize proper lifting techniques and body mechanics for all lifting, and use mechanical lifting equipment where permitted and appropriate.
• Use cutting devices properly and with care. Do not leave them on the sales floor.
• Do not stand on any object other than a step stool, ladder or other equipment designed for that purpose.
• Report electrical trouble immediately. A small shock, sparking, overheating or electrical smells are urgent warnings.
• Do not lay or string electrical cords across aisles, under carpet tiles, stairs, open doorways, walkways, or through ceiling tiles, etc. Electrical cords must be kept in good condition. If a cord is frayed or a plug is loose, do not use the cord.
• Report any gas smell to your manager immediately. Do not flip electrical switches if you smell gas.
• Any obstructions to hearing (i.e.: iPods, MP3 players or radios, etc.) are not permitted during working hours unless authorized by your supervisor.
• Learn the location of exits, evacuation maps, fire extinguishers, first aid kits and eyewash stations if applicable.
• Properly use any personal protective equipment required.
• Inspect equipment before use. Report any unsafe equipment to your manager or supervisor or to the Ethics Line immediately. Do not use any unsafe equipment until it has been repaired or replaced. Any equipment that is in need of repair should be locked out or tagged out by a manager or supervisor.
• Report any aggressive or violent colleague or customer behavior to your manager or supervisor, or to the Confidential Ethics Hotline immediately. If you are concerned about imminent danger, call the police.
• Use only the machines, tools and equipment you are authorized and trained to use and follow all safety rules.
• Read and obey all warning signs or labels.
• Don’t engage in horseplay, running or throwing objects.
• Keep aisles and walkways clear for customers. All aisles must have 36 inches of width for customers with disabilities or strollers. Stack boxes or totes neatly at the end of an aisle, and keep stock carts from blocking aisles.
• Keep hallways and stock areas clear.
• Keep emergency exits and all doorway areas clear.

To learn details about specific safety rules and procedures applicable to your work location, see your manager, supervisor, Human Resources or Employee Relations.
C. Violence in the Workplace

The company will not condone any acts or threats of violence committed by or against its colleagues, customers, visitors, or vendors either on the company’s premises at any time or while engaged in company business. Conduct that is prohibited under this policy includes, but is not limited to, the following actions:

- Any act which is physically assaultive (e.g., attacking, hitting or shoving an individual), including any inappropriate touching;
- A threat or gesture indicating an intent to harm another or endanger the safety of colleagues or destroy property, that is made in person, by phone, mail, e-mail, or other electronic means, including social media;
- Possessing firearms, weapons, or other objects that pose a potential for violence or threat within CVS Health’s buildings or on CVS Health’s property (with the exception of firearms properly stored in vehicles pursuant to CVS Health Policy and where applicable under state law); and
- Conduct which constitutes bullying, harassing or intimidating behavior, whether in person or by phone, mail, text, e-mail, or other electronic means such as social media.

Colleagues must report any signs of workplace violence either to their immediate supervisors who in turn should report the incident to their Human Resource partner, Loss Prevention or Corporate Security. Colleagues can also report such conduct to the Ethics Line, which is manned 24 hours a day, 7 days a week, by calling 1-877-287-2040. Ethics Line intake personnel are well-trained to intercept calls related to Workplace Violence and to respond accordingly.

CVS Health will take corrective action, up to and including termination of employment, against any colleague found to have violated this policy. CVS Health may also seek the prosecution of those who engage in violence on its premises or against its colleagues who violate this policy.

D. Shoplifting and Robberies

Our main concern when robberies and shoplifting incidents occur is safety.

In the unlikely event of a robbery, cooperate fully and completely. Do not fight with, threaten or try to argue with someone who is engaged in a robbery. Do not ever chase a customer or physically try to stop a customer who is engaged in a robbery. Your goal should be to keep the encounter as short and uneventful as possible in order to ensure that everyone present remains safe.

In the event of a robbery:

- Remain calm, and cooperate fully with the robber to ensure your safety and the safety of others;
- If possible, note as many characteristics of the robber as you can, but only if you can do so safely – again, safety is the most important thing;
- Call the police as soon as you can do so safely; and
• After the robbery is over, seek emergency help as needed. Call the police and your supervisor immediately and give a detailed description of the incident.

If you see someone shoplifting, or you suspect that someone is shoplifting, you should tell your supervisor and/or Loss Prevention personnel immediately, so that they can address the situation according to CVS Health protocol. Do not ever try to chase a shoplifter or physically try to stop them.

Many robberies and shoplifting incidents can be prevented by practicing good customer service, and making it obvious that CVS Health colleagues are paying attention. However, if a robbery or shoplifting incident happens, your goal must always be to keep yourself, your colleagues and your customers as safe as possible.

E. Tobacco Free Work Environment

CVS Health is dedicated to providing a healthy, comfortable, and productive work environment for colleagues, contractors, vendors and visitors.

The use of tobacco, e-cigarettes and other nicotine-ingestion methods, except where approved by the FDA for smoking cessation purposes, shall not be permitted within all CVS Health facilities, distribution centers and corporate campuses.

You may not smoke outside entrances to any facility where it will affect customers and colleagues who are using those entrances. Smoking is only permitted where there is a designated smoking area outside the facility. If no smoking area has been designated at your facility, ask your supervisor for information about an appropriate smoking area.

If you are a smoker and would like to quit, please contact Life Scope for You. You may also obtain smoking cessation information at Minute Clinic or by speaking with a CVS Health pharmacist. If you have a complaint about a potential violation of the tobacco policy, please inform your supervisor.

F. Drugs & Alcohol

CVS Health is committed to maintaining a safe and productive work environment for all colleagues. Colleagues who work while under the influence of drugs or alcohol present a safety hazard to themselves and to others. Moreover, the presence of drugs and alcohol in the workplace limits our ability to perform at the highest levels and to provide our customers with the best possible customer service.

The company prohibits the possession, transfer, sale, use or solicitation of illegal drugs or being under the influence during working hours while on company property (including parking lots) or on company assignment.

Use, possession, sale or exchange of alcohol on company premises or at any time when representing the company is strictly prohibited, except when associated with an approved business meal or legitimate business event specifically authorized by management. Colleagues who choose to drink alcoholic beverages at company functions or among colleagues at non-work
functions are expected to consume alcohol in moderation and behave in accordance with usual business standards and all company policies.

The company also prohibits colleagues from being under the influence of any legal drug (including legally prescribed drugs) during working hours or on company property (including parking lots) to the extent that such use or influence adversely affects an individual's ability to properly and safely perform his or her job duties.

If you are currently employed as a pharmacist, truck driver, heavy machine equipment operator, or other safety sensitive position and are taking prescription medication that may affect your ability to perform your job safely you are required to notify your supervisor. If you are employed in a non-safety sensitive position, you should still report the use of prescription medication if you are experiencing any side effects.

1. Investigations and Inspections

Colleagues are expected to cooperate fully in any interviews or investigations of possible violations of the CVS Health Alcohol & Drug Policy. When investigating possible violations of this policy, the company reserves the right to require a colleague, while on duty or on company property (including the parking lots), to agree to inspections of his or her person, uniform, vehicle, locker, packages, handbag or personal property. Such inspections will be conducted in a manner that is not discriminatory, arbitrary, or capricious.

A colleague’s refusal to consent to such an inspection or to otherwise cooperate in an investigation conducted under this policy is grounds for disciplinary action up to and including termination.

2. Testing

Consistent with applicable law, applicants for designated positions to whom the company has extended a conditional offer of employment or promotion will be required to take a drug test (urine sampling) to determine the presence or absence of illegal drugs.

Before taking a drug test, applicants may submit documentation that may support a legitimate medical reason for their use of a specific drug.

Applicants whose screen and confirming tests are positive will be ineligible for employment with the company but may reapply and be considered for employment any time after six (6) months following the date of the failed test.

Under certain circumstances, as set forth in the CVS Health Alcohol & Drug Policy, colleagues may be required to submit to a urine test for the presence of alcohol or drugs when management has a reasonable suspicion that an colleague is under the influence of alcohol or drugs or is otherwise in violation of the company's drug or alcohol rules. A Colleague’s failure to undergo such a test upon request is grounds for discipline, including termination of employment.

Finally, drivers subject to certain state and federal regulations will be tested in accordance with the Drug & Alcohol Policy for Commercial Motor Vehicle Drivers.
3. Employee Assistance Program

The company EAP program, “LifeScope for You,” can assist colleagues with alcohol or drug-related problems including finding the appropriate treatment for rehabilitation and recovery. LifeScope for You can be accessed 24 hours a day, seven days per week, by calling 1-800-789-8990, downloading the mobile app, or logging on at www.LifeScopeForYou.com.

Please note that an colleague’s participation in the EAP may not prevent the imposition of disciplinary action.

For more information on this topic, please refer to CVS Health’s Alcohol and Drug Policy.
VII. Leaving CVS Health

We hope your work at CVS Health is rewarding for you and for the company. We also recognize that there are times when it is necessary to end a relationship in order to move forward. Either you or the company may choose to end your employment at any time. If you decide to leave CVS Health, please notify your supervisor at least two weeks before the last day you plan to come to work. CVS Health may at its discretion waive some or all of any notice period.

If after you leave CVS Health, a third-party need to verify details of your employment, please inform the verifier that CVS Health uses a vendor, The Work Number for Everyone, for this function. Give the verifier your Social Security Number and the CVS Health Employer Code (10259), and ask the verifier to contact The Work Number for Everyone by phone (1-800-367-5690) or on-line (theworknumber.com).
Acknowledgement

Colleague Handbook Receipt and Verification

This Colleague Handbook describes important information about CVS Health. I acknowledge and understand that:

• I am responsible for reading the Handbook, familiarizing myself with its contents and adhering to all of the rules, standards and expectations of CVS Health, whether set forth in this Handbook, the Code of Conduct, company policies, manager instructions or elsewhere;

• This handbook does not in any way create a contract of employment between the company and me;

• As a colleague at-will, either I or the company can decide to terminate the employment relationship at any time, with or without cause or notice, for any lawful reason;

• The company and all plan administrators shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete company rules, guidelines, policies and benefits at any time, with or without notice;

• Any delay or failure by the company to enforce any work policy or rule will not constitute a waiver of the company’s right to do so in the future;

• Nothing in this Handbook impacts or limits my existing rights under federal, state and local law, including my right to engage in protected, concerted activity under the National Labor Relations Act; and

• If I have any questions about any subject described in this Handbook or any other workplace topic, I will raise the matter with my supervisor, the Human Resources Department or another appropriate company contact.
CVS Health Resource Guide

Benefits:
1-888-MY-HR-CVS "option 2"
Web site: myHR.cvs.com

LifeScope for You:
1-800-789-8990
www.lifescopeforyou.com

Employee Relations Department:
1-866-222-9438 Ext. 665-6393 (toll free) (401) 665-6393

Ethics Line (Confidential):
877-CVS-2040 (877-287-2040)
Alternatives to Calling:
  • Confidential e-mail address: Ethics.BusinessConduct@CVS.com
  • Confidential fax: 1-847-559-3835
  • Confidential mailing address:

  David Falkowski
  Chief Compliance Officer
  CVS Health
  One CVS Drive
  Woonsocket, RI 02895

Leave of Absence information:
1-888-MY-HR-CVS
Web site: myHR.cvs.com and select the myLeave link

Payroll:
1-888-MY-HR-CVS
Web site: myHR.cvs.com

Retirement Information:
1-888-MY-HR-CVS
Web site: myHR.cvs.com
Health – Corporate Security Operations Center (CSOC)
1-866-300-0475 Corp.Security@Caremark.com

Health – IT eSupport (Frontline Services)
1-800-773-4003 (972) 813-3888
ISServiceCenter-West@Caremark.com

For privacy or security complaints:
This is for colleagues and the public to report privacy and security issues, complaints, or concerns.
Information Governance & Privacy Operations (Legal Department)
Policy & Investigation Section
One CVS Drive
Woonsocket, RI 02895
1-866-443-0933
Privacy.Officer@CVSCaremark.com

Contact Information for EEOC and State Fair Employment Practices Agencies

Alabama

EEOC
Birmingham District Office
Ridge Park Place
1130 22nd St. South, Suite 2000
Birmingham, AL 35205
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Mobile Local Office
63 South Royal St., Suite 504
Mobile, AL 36602
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Arizona

Office of the Attorney General
Civil Rights Division
Phoenix Office
1275 West Washington St.
Phoenix, AZ 85007
Phone: 602-542-5263
TTY/TDD: 602-542-5002

Civil Rights Division
Tucson Office
400 West Congress, S-215
Tucson, AZ 85701-1367
Phone: 520-628-6500
TTY/TDD: 520-628-6872

EEOC
Phoenix District Office
3300 North Central Ave., Suite 690
Phoenix, AZ 85012-2504
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Arkansas

**EEOC**
Little Rock Area Office
820 Louisiana St., Suite 200
Little Rock, AR 72201
Phone: 1-800-669-4000
TTY: 1-800-669-6820

California

**Department of Fair Employment and Housing**
Main Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
Phone: 1-800-884-1684
TTY/TDD: 1-800-700-2320
Fax: 916-478-7338

**Department of Fair Employment and Housing**
Fresno District Office
1277 E. Alluvial Ave., Suite 101
Fresno, CA 93720
Phone: 1-800-884-1684
TTY/TDD: 1-800-700-2320

**EEOC**
Fresno Local Office
2300 Tulare St., Suite 215
Fresno, CA 93721
Phone: 1-800-669-4000
TTY: 1-800-669-6820

**Department of Fair Employment and Housing**
Los Angeles District Office
320 West 4th St., 10th Floor
Los Angeles, CA 90013
Phone: 1-800-884-1684
TTY/TDD: 1-800-700-2320

**EEOC**
San Jose Local Office
96 N. Third St., Suite 250
San Jose, CA 95112
Phone: 1-800-669-4000
TTY: 1-800-669-6820

**EEOC**
Oakland Local Office
1301 Clay St.,
Suite 1170-N
Oakland, CA 94612-5217
Phone: 1-800-669-4000
TTY: 1-800-669-6820

**Department of Fair Employment and Housing**
Bakersfield District Office
4800 Stockdale Hwy, Suite 215
Bakersfield, CA 93309
Phone: 1-800-884-1684
TTY/TDD: 1-800-700-2320

**EEOC**
Los Angeles District Office
Roybal Federal Bldg.
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: 1-800-669-4000
TTY: 1-800-669-6820

**EEOC**
San Diego Local Office
555 West Beech St., Suite 504
San Diego, CA 92101
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Colorado

**Colorado Civil Rights Division**
1560 Broadway, Suite 1050
Denver, CO 80202
Phone: 303-894-2997
E-mail: ccrd@dora.state.co.us

**EEOC**
Denver Field Office
303 E. 17th Ave., Suite 410
Denver, CO 80203
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Connecticut

Commission on Human Rights and Opportunities
Main Office - 25 Sigourney St.
Hartford, CT 06106
Phone: 860-541-3400
TTY/TDD: 860-541-3459
E-mail: CHRO.Webmaster@ct.gov

Commission on Human Rights and Opportunities
Southwest Region Office
350 Fairfield Ave., 6th Floor
Bridgeport, CT 06604
Phone: 203-579-6246
TTY: 203-579-6246

Commission on Human Rights and Opportunities
Capitol Region Office
999 Asylum Ave.,
Second Floor
Hartford, CT 06105
Phone: 860-566-7710
TTY: 860-566-7710

Commission on Human Rights and Opportunities
Eastern Region Office
100 Broadway, Norwich, CT 06360
Phone: 860-886-5703
TTY: 860-886-5707

EEOC
Boston Area Office
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Delaware

Department of Labor
Office of Labor Law Enforcement
Wilmington Office
4425 North Market St., 3rd Floor
Wilmington, DE 19802
Phone: 302-761-8200

Department of Labor
Office of Labor Law Enforcement
Newark Office
225 Corporate Blvd., Suite 104
Newark, DE 19702
Phone: 302-451-3423

EEOC
Philadelphia District Office
801 Market St., Suite 1300
Philadelphia, PA 19107-3127
Phone: 1-800-669-4000
TTY: 1-800-669-6820

District of Columbia

Office of Human Rights
441 4th St., N.W., Suite 570N
Washington, DC 20001
Phone: 202-727-4559
TTY: 711

EEOC - Washington Field Office
131 M St., NE
Fourth Floor, Suite 4NW02F
Washington, DC 20507-0100
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Florida

Commission on Human Relations
4075 Esplanade Way Room 110
Tallahassee, FL 32399
Phone: 850-488-7082
TTY: 800-955-1339
E-mail: fchrinfo@fchr.myflorida.com

EEOC
Miami District Office
Miami Tower
100 SE 2nd St., Suite 1500
Miami, FL 33131
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Tampa Field Office
501 East Polk St., Suite 1000
Tampa, FL 33602
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Georgia

EEOC
Atlanta District Office
Sam Nunn Atlanta Federal Center
100 Alabama St., SW, Suite 4R30
Atlanta, GA 30303
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Savannah Local Office
7391 Hodgson Memorial Dr.
Suite 200
Savannah, GA 31406-2579
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Hawaii

Hawaii Civil Rights Commission
830 Punchbowl St., Room 411
Honolulu, HI 96813
Phone: 808-586-8636
TTY: 808-586-8692
E-mail: dlir.hcrc.infor@hawaii.gov

EEOC
Honolulu Local Office
300 Ala Moana Blvd., Room 7-127
Honolulu, HI 96850-0051
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Illinois

Department of Human Rights
Chicago Office
James R. Thompson Ctr.
100 West Randolph St., Suite 10-100
Chicago, IL 60601
Phone: 312-814-6200
TTY: 866-740-3953

Illinois Human Rights Commission
Chicago Office
James R. Thompson Center
100 West Randolph St., Suite 5-100
Chicago, IL 60601
Phone: 312-814-6269
TTY: 312-814-4760

EEOC
St. Louis District Office
Robert A. Young Federal Bldg.
1222 Spruce St., Rm 8.100
St. Louis, MO 63103
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Indiana

Indiana Civil Rights Commission
Indiana Government
Center North
100 North Senate Ave., N103
Indianapolis, IN 46204-2211
Phone: 317-232-2600
TTY: 317-743-3333

EEOC
Indianapolis District Office
101 West Ohio St., Suite 1900
Indianapolis, IN 46204
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Iowa

Iowa Civil Rights Commission
Grimes State Office Bldg.
400 E. 14th St.
Des Moines, IA 50319-0201
Phone: 515-281-4121

EEOC
Milwaukee Area Office
Reuss Federal Plaza
310 West Wisconsin Ave. Ste. 500
Milwaukee, WI 53203-2292
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Kansas

Kansas Human Rights Commission
Landon State Office Bldg.
900 Southwest Jackson, Suite 568-S
Topeka, KS 66612-1258
Phone: 785-296-3206

EEOC
Kansas City Area Office
Gateway Tower II
4th & State Ave., 9th Floor
Kansas City, KS 66101
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Kentucky

Kentucky Commission on Human Rights
Louisville Office
332 West Broadway, Suite 1400
Louisville, KY 40202
Phone: 502-595-4024
TDD: 502-595-4084
E-mail: kchr.mail@ky.gov

Kentucky Commission on Human Rights
Northern Kentucky
20 West Pike St., Suite 108
Covington, KY 41011-242
Phone: 859-292-2935

EEOC
Louisville Area Office
600 Dr. MLK, Jr. Place, Suite 268
Louisville, KY 40202
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Louisiana

Commission on Human Rights (FEPA)
1001 N. 23rd St., Suite 268
Baton Rouge, LA 70802
Phone: 225-342-6969
TDD: 1-888-248-0859

EEOC
New Orleans Field Office
1555 Poydras St., Suite 1900
New Orleans, LA 70112
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Maine

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Phone: 207-624-6290
TTY: 1-888-577-6690

EEOC
Boston Area Office
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Mississippi

EEOC
Jackson Area Office
Dr. A. H. McCoy Federal Bldg.
100 West Capitol St., Suite 338
Jackson, Mississippi 39269
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Mobile Local Office
63 South Royal St., Suite 504
Mobile, AL 36602
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Missouri

Missouri Commission on Human Rights
3315 West Truman Blvd., Room 212
P.O. Box 1129,
Jefferson City, MO 65102-1129
Phone: 1-877-781-4236
TDD: 1-800-735-2966
E-mail: mchr@labor.mo.gov

EEOC
St. Louis District Office
Robert A. Young Federal Bldg.
1222 Spruce St., Rm 8.100
St. Louis, MO 63103
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Montana

Montana Human Rights Bureau
P.O. Box 1728, 616 Helena Ave.
Helena, MT 59624-1728
Phone: 406-444-6543

EEOC
Seattle Field Office
Federal Office Bldg.
909 First Ave. Ste. 400
Seattle, WA 98104-1061
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Nebraska

Nebraska Equal Opportunity Commission
Lincoln Office
301 Centennial Mall South,
5th Floor P.O. Box 94934
Lincoln, NE 68509
Phone: 402-471-2024

EEOC
Kansas City Area Office
Gateway Tower II
400 State Ave. Suite 905
Kansas City, KS 66101
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Nebraska Equal Opportunity Commission
Omaha Office
State Office Bldg.
1313 Farnam-on-the-Mall, 3rd Floor
Omaha, NE 68102
Phone: 402-695-2028

Nebraska Equal Opportunity Commission
Scottsbluff Office
Panhandle State Office Complex
505A Broadway Suite 600
Scottsbluff, NE 69361-3515
Phone: 308-632-1340
Nevada

Nevada Equal Rights Commission
Las Vegas Office
1820 E. Sahara Ave. Ste. 314
Las Vegas, NV 89104
Phone: 702-486-7161
TDD: 800-326-6868

Nevada Equal Rights Commission
Reno Office
1325 Corporate Blvd., Room 115
Reno, NV 89502
Phone: 775-823-6690
TDD: 800-326-6868

EEOC
Las Vegas Local Office
333 Las Vegas Blvd South, Suite 8112
Las Vegas, NV 89101
Phone: 1-800-669-4000
TTY: 1-800-669-6820

New Hampshire

NH Commission for Human Rights
2 Industrial Park Dr.
Concord, NH 03301
Phone: 603-271-2767
E-mail: humanrights@nhsa.state.nh.us

EEOC
Boston Area Office
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

New Jersey

New Jersey Division of Civil Rights
Central Regional Office
140 East Front St.,
P.O. Box 090
Trenton, NJ 08625-0090
Phone: 609-292-4605
TTY: 609-292-1785

New Jersey Division of Civil Rights
Northern Regional Office
31 Clinton St.,
P.O. Box 46001
Newark, NJ 07102
Phone: 973-648-2700
TTY: 973-648-4678

New Jersey Division of Civil Rights
Southern Regional Office
5 Executive Campus, Suite 107
Cherry Hill, NJ 08034
Phone: 856-486-4080
TTY: 973-648-4678

New Jersey Division of Civil Rights
South Shore Regional Office
1325 Boardwalk, 1st Floor
Tennessee Ave & Boardwalk
Atlantic City, NJ 08401
Phone: 609-441-3100
TTY: 609-441-7648

New Mexico

Department of Labor, Human Rights Division
1596 Pacheco St., Suite 103
Santa Fe, NM 87505
Phone: 505-827-6838

EEOC
Albuquerque Area Office
505 Marquette Ave., NW Suite 900 - 9th Floor
Albuquerque, NM 87102
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
El Paso Area Office
300 E. Main Dr., Suite 500
El Paso, TX 79901
Phone: 1-800-669-4000
TTY: 1-800-669-6820
New York

New York State Division of Human Rights
Bronx Headquarters
One Fordham Plaza 4th Floor
Bronx, NY 10458
Phone: 718-741-8400
TDD: 718-741-8300

New York State Division of Human Rights
Brooklyn Office
55 Hanson Place, Room 1084
Brooklyn, NY 11217
Phone: 718-722-2385
TDD: 718-741-8300

New York State Division of Human Rights
Long Island (Suffolk) Office
44 Hawley St. Room 603
Binghamton, NY 13901
Phone: 607-721-8467
TDD: 718-741-8300

New York State Division of Human Rights
Buffalo Office
Walter J. Mahone State Office Building
65 Court St., Suite 506
Buffalo, NY 14202 Phone: 716-847-7632
TDD: 718-741-8300

New York State Division of Human Rights
Manhattan Office
Adam Clayton Powell State Office Building
163 West 125th St., Suite 4th Floor
New York, NY 10027
Phone: 212-961-8650
TDD: 718-741-8300

New York State Division of Human Rights
Rochester Office
One Monroe Square
259 Monroe Ave., Suite 308
Rochester, NY 14607
Phone: 585-238-8250
TDD: 718-741-8300

New York State Division of Human Rights
Syracuse Office
333 E. Washington St., Room 543
Syracuse, NY 13202
Phone: 315-428-4633
TDD: 718-741-8300

EEOC
New York District Office
33 Whitehall St., 5th Floor
New York, NY 10004
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Charlotte District Office
129 West Trade St., Suite 400
Charlotte, NC 28202
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Raleigh Area Office
1309 Annapolis Drive
Raleigh, NC 27608-2129
Phone: 1-800-669-4000
TTY: 1-800-669-6820

North Carolina

EEOC
Greensboro Local Office
2303 W. Meadowview Road, Suite 201
Greensboro, NC 27407
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Norfolk Local Office
Federal Bldg.
200 Granby St., Suite 739
Norfolk, VA 23510
Phone: 1-800-669-4000
TTY: 1-800-669-6820
North Dakota

North Dakota Department of Labor
600 East Boulevard Ave., Dept 406
Bismarck, ND 58505-0340
Phone: 701-328-2660
TTY: 1-800-366-6888
E-mail: humanrights@nd.gov

EEOC
Chicago District Office
500 West Madison St., Suite 2000
Chicago, IL 60661
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Minneapolis Area Office
Towle Bldg.
330 South Second Ave., Suite 720
Minneapolis, MN 55401-2224
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Ohio

Ohio Civil Rights Commission
Central Office
Rhodes State Office Tower
30 East Broad Street, 5th Floor
Columbus, OH 43215
Phone: 614-466-2785
TTY: 614-752-2391

Ohio Civil Rights Commission
Cleveland Regional Office
Lausche State Office Building
615 W. Superior Ave., Suite 885
Cleveland, OH 44113
Phone: 216-787-3150
TTY: 614-752-2391

Ohio Civil Rights Commission
Toledo Regional Office
One Government Center
640 Jackson Street, Suite 936
Toledo, OH 43604
Phone: 419-245-2900
TTY: 614-752-2391

Ohio Civil Rights Commission
Akron Regional Office
Akron Government Bldg.
161 S. High Street, Suite 205
Akron, OH 44308
Phone: 330-643-3100
TTY: 614-752-2391

Ohio Civil Rights Commission
Columbus Regional Office
Rhodes State Office Tower
30 East Broad Street, 4th Floor
Columbus, OH 43215
Phone: 614-466-5928
TTY: 614-752-2391

EEOC
Cleveland Field Office
Anthony J. Celebrezze Federal Bldg.
1240 E. 9th St., Suite 3001
Cleveland, OH 44199
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Cincinnati Area Office
John W. Peck Federal Office Bldg.
550 Main St., 10th Floor
Cincinnati, OH 45202
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Oklahoma

Oklahoma Human Rights Commission
Oklahoma City Office
Jim Thorpe Bldg., Room 480
2101 North Lincoln Blvd.
Oklahoma City, OK 73105
Phone: 405-521-2360
TDD: 405-522-3993
E-mail: hrc@ohrc.state.ok.us

Oklahoma Human Rights Commission
Tulsa Office
Kerr Office Bldg.
440 S. Houston, Room 302
Tulsa, OK 74127
Phone: 918-581-2733
E-mail: hrc@ohrc.state.ok.us

EEOC
Oklahoma Area Office
215 Dean A McGee Ave., Suite 524
Oklahoma City, OK 73102
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Oregon

Oregon Bureau of Labor and Industries, Civil Rights Division
Main Office
800 Northeast Oregon St., Suite 1045
Portland, OR 97232
Phone: 971-673-0764
E-mail: crdemall@boli.state.or.us

EEOC
San Francisco Office
450 Golden Gate Ave.
5 West, P.O. Box 36025
San Francisco, CA 94102-3661
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Pennsylvania

Pennsylvania Human Relations Commission
Executive Offices
333 Market St., 8th Floor
Harrisburg, PA 17101-2210
Phone: 717-787-4410
TTY: 717-787-4087
E-mail: phrc@state.pa.us

Pennsylvania Bureau of Labor and Industries, Civil Rights Division
Eugene Office
1400 Executive Pkwy, Suite 200
Eugene, OR 97401
Phone: 541-686-7623

EEOC
Seattle Field Office
Federal Office Bldg.
909 First Ave., Suite 400
Seattle, WA 98104-1061
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Rhode Island

Commission for Human Rights
180 Westminster St., 3rd Floor
Providence, RI 02903
Phone: 401-222-2661
TTY: 401-222-2664

EEOC
Boston Area Office
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

South Carolina

Human Affairs Commission
1026 Sumter St.
Columbia, SC 29240
Tel: 803-737-7800
TDD: 803-253-4125
E-mail: information@schac.state.sc.us

EEOC
Charlotte District Office
129 West Trade St., Suite 400
Charlotte, NC, 28202
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Greenville Local Office
301 N. Main St., Suite 1402
Greenville, SC 29601-9916
Phone: 1-800-669-4000
TTY: 1-800-669-6820
South Dakota

Division of Human Rights (Labor and Management)
Kneip Building
700 Governors Drive
Pierre, SD 57501
Phone: 605-773-4493
Email: james.marsh@state.sd.us

EEOC
Minneapolis Area Office
Towle Bldg.
330 South Second Ave., Suite 720
Minneapolis, MN 55401-2224
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Tennessee

Human Rights Commission
Central Office
312 Rosa L. Parks Ave., 23rd Floor
Nashville, TN 37243
Phone: 615-741-5825

Human Rights Commission
Chattanooga Regional Office
540 McCallie Ave. Fourth Floor West Wing
Chattanooga, TN 37402
Phone: 423-634-6837

Human Rights Commission
Knoxville Regional Office
531 Henley St. Room 701
Knoxville, TN 37902
Phone: 865-594-6500

Human Rights Commission
Memphis Regional Office
40 S. Main St. 2nd Floor, Suite 200
One Commerce Square Building
Memphis, TN 38103
Phone: 901-543-7389

EEOC
Dallas District Office
1407 Union Ave., 5th floor
Memphis, TN 38104
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Texas

Texas Workforce Commission
Civil Rights Division
1117 Trinity St., Room 144T
Austin, TX 78711
Phone: 512-463-2642
Email: EEOintake@twc.state.tx.us

EEOC
Houston District Office
Mickey Leland Federal Bldg.
1919 Smith St., 7th Floor
Houston, TX 77002-8049
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Dallas District Office
207 S. Houston St., 3rd Floor
Dallas, TX 75202
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
San Antonio Field Office
Legacy Oaks, Bldg. A
5410 Fredericksburg Road, Suite 200
San Antonio, TX 78229
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Utah

Antidiscrimination & Labor Division
160 East 300 South, 3rd Floor
P.O. Box 146640
Salt Lake City, UT 84114-6640

EEOC
Phoenix District Office
3300 North Central Ave., Suite 690
Phoenix, AZ 85012-2504
Phone: 1-800-669-4000
TTY: 1-800-669-6820
Vermont

Vermont Attorney General’s Office, Public Protection Division
109 State St.
Montpelier, VT 05609-1001
Phone: 802-828-3171

Vermont Human Rights Commission
14-16 Baldwin St.
Montpelier 05633-6301
Phone: 802-828-1625

EEOC
Boston Area Office
John F. Kennedy Federal Bldg.
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Virginia

Division of Human Rights Office of the Attorney General of Virginia
900 E. Main Street
Richmond, VA 23219
Phone: 804-225-2292

EEOC
Norfolk Local Office
Federal Bldg.
200 Granby St., Suite 739
Norfolk, VA 23510
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Richmond Local Office
400 N. Eight St., Suite 350
Richmond, VA 23219
Phone: 1-800-669-4000
TTY: 1-800-669-6820

EEOC
Washington Field Office
131 M Street, NE
Fourth Floor, Suite 4NW02F
Washington, DC 20507-0100
Phone: 1-800-669-4000
TTY: 1-800-669-6820

Washington

State Human Rights Commission
Olympia Headquarters
711 South Capital Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
Phone: 1-800-233-3247
TTY: 1-800-300-7525

State Human Rights Commission
Yakima District Office
15 W. Yakima Ave., Suite 100
Yakima, WA 98902
Phone: 1-800-233-3247
TTY: 1-800-300-7525

EEOC
Seattle Field Office
Federal Office Bldg.
909 First Ave., Suite 400
Seattle, WA 98104-1061
Phone: 1-800-669-4000
TTY: 1-800-669-6820

State Human Rights Commission
Spokane District Office
1330 N. Washington St., Suite 2460
Spokane, WA 99201
Phone: 1-800-233-3247
TTY: 1-800-300-7525

State Human Rights Commission
Vancouver District Office
312 SE Stone Mill Dr. Bldg. 120
Vancouver, WA 98684
Phone: 1-800-233-3247
TTY: 1-800-300-7525

West Virginia

Human Rights Commission
Charleston Office
1321 Plaza East, Room 108A
Charleston, WV 25301-1400
Phone: 304-558-2616

EEOC
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
Phone: 1-800-669-4000
TTY: 1-800-669-6820
### Wisconsin

**Department of Workforce Development Equal Rights**  
**Madison Office**  
201 E. Washington Ave., Room A300  
P.O. 8928  
Madison, WI 53708  
Phone: 608-266-6860  
TTY: 608-264-8752

**Department of Workforce Development Equal Rights**  
**Milwaukee Office**  
819 N 6th St., Room 723  
Milwaukee, WI 53203  
Phone: 414-227-4384  
TTY: 414-227-4081

**EEOC**  
**Milwaukee Area Office**  
Reuss Federal Plaza  
310 West Wisconsin Ave., Suite 500  
Milwaukee, WI 53203-2292  
Phone: 1-800-669-4000  
TTY: 1-800-669-6820

### Wyoming

**Department of Employment Labor Standards Division**  
**Cheyenne Office**  
1510 E. Pershing Blvd.  
West Wing #150  
Cheyenne, WY 82002  
Phone: 307-777-7261

**Department of Employment Labor Standards Division**  
**Casper Field Office**  
851 Werner Ct., #121  
Casper, WY 82601  
Phone: 307-235-3679

**EEOC**  
**Denver Field Office**  
303 E 17th Ave., Suite 410  
Denver, CO 80203  
Phone: 1-800-669-4000  
TTY: 1-800-669-6820