



McGraw Hill LLC
EQUAL OPPORTUNITY POLICY STATEMENT

McGraw Hill is firmly committed to the principles of Equal Employment Opportunity (“EEO”) for all employees and applicants. McGraw Hill complies with all federal, state, and local laws that prohibit employment discrimination based on race, color, religion, sex, (including sexual harassment), sexual orientation, national origin, ancestry/ethnicity, disability, genetic information, age (40 years or older), military and veteran status, gender, gender expression, gender identity, creed, citizenship status, marital status, or any other status protected by federal, state or local law, regulation or ordinance. All employment decisions including, but not limited to, recruiting, hiring, training, transfer, promotions, pay practices, benefits, disciplinary actions, and terminations, will be administered only on the basis of valid job requirements. Violations of this policy will be subject to discipline, up to and including termination.

As a government contractor, McGraw Hill is also committed to taking affirmative action to hire and advance minorities and women, as well as qualified individuals with disabilities and individuals with military and/or veteran status.

We invite all applicants and employees, including those who are disabled and individuals with military or veteran status, to self-identify their race, sex, disability status and protected veteran status. This self-identification is strictly voluntary and confidential and will not result in retaliation of any sort. Please contact the EEO Compliance Officer for more information about how to self-identify.

Employees of and applicants to McGraw Hill shall not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in activities such as: (1) filing a complaint of discrimination or harassment, either internally or with any anti-discrimination agency; (2) assisting or participating in a compliance review, investigation, hearing, or any other activity related to potential unlawful discrimination or retaliation; (3) opposing any act or practice made unlawful by any federal, state or local law requiring equal opportunity, including reporting that another employee has been discriminated against or harassed; (4) exercising any other right protected by any federal, state or local law requiring equal opportunity; or (5) encouraging a fellow employee to report harassment. Retaliating against any individual who reports conduct believed to violate this policy, or who assists in providing information relevant to an issue under this policy, is a serious violation of this policy and will not be tolerated. Any act of retaliation should be reported immediately in the same manner as reports of discrimination or harassment, and will be investigated promptly.

McGraw Hill is a federal government contractor and in furtherance of its policy regarding Affirmative Action and Equal Employment Opportunity, and consistent with federal government requirements, has developed this Affirmative Action Program (“AAP”), which, consistent with federal regulations, sets forth the policies, practices, and procedures which the company is committed to applying to ensure that its obligation to non-discrimination and affirmative action is met, including an audit and reporting system. This policy and McGraw Hill’s AAP have the full support of McGraw Hill’s leadership. As Chief Executive Officer of McGraw Hill, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. The Vice President of HR Technology & Operations has been designated as the Company’s Affirmative Action Administrator and is responsible for the implementation of McGraw Hill’s AAP, including its audit and reporting components. All employees are expected to comply with this EEO policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting McGraw Hill’s equal employment opportunity objectives.

McGraw Hill's AAP sets forth the policies, practices, and procedures which the company is committed to applying to ensure that its obligation to non-discrimination and affirmative action is met. The disability and protected veterans portions of the AAP, without metrics, are available for review in a format that is accessible and understandable by any employee or applicant for employment upon request, between 9:00 AM to 3:00 PM at the Human Resources department. Any questions should be directed to me, your supervisor, or Annalie Radburn, Vice President, HR Technology & Operations and the Company's EEO Compliance Officer.

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simon allen
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Simon Allen
Chief Executive Officer