

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: All Pictures (Amazon)
Date: Tuesday, May 11, 2021 1:24:51 PM
Attachments: [image0.jpeg](#)
[image1.jpeg](#)
[image2.jpeg](#)
[image3.jpeg](#)
[image4.jpeg](#)
[image5.jpeg](#)
[image8.jpeg](#)
[image8.jpeg](#)
[image11.jpeg](#)
[image12.jpeg](#)
[image13.jpeg](#)
[image14.jpeg](#)
[image15.jpeg](#)
[image20.jpeg](#)
[image21.jpeg](#)
[image11.jpeg](#)

inSTALLments

April 28 - May 6 | 2021

Key	Extra Hours			Extra Day		
	S/2	S/3	S/4	S/2	S/3	S/4
Hour	Mon	Tue	Wed	Thu	Fri	Sat
DA-1	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DA-2	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DA-3	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DA-4	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DA-5	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DA-6	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DA-7	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DA-8	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-1	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-2	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-3	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-4	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-5	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-6	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-7	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-8	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-9	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-10	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-11	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-12	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-13	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-14	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-15	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-16	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-17	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-18	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-19	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-20	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-21	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-22	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-23	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-24	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-25	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-26	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-27	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-28	17:30- 17:50	17:50- 18:10	18:10- 18:30			
DC-29	9:15- 9:35	9:35- 9:55	9:55- 10:15			
DC-30	17:30- 17:50	17:50- 18:10	18:10- 18:30			



We're increasing your pay!

Have you heard the good news? We're increasing T1 and T3 employee pay at our site by between at least 50 cents to \$1.50 an hour starting May 16, depending on eligibility.

Head to # 2 to learn more about your specific pay increase.

GET VACCINATED!

FREE VACCINATION EVENT BY WALGREENS

COVID-19 VACCINE AVAILABLE AT WALGREENS

REGISTERED FAMILY MEMBERS ARE ALSO ELIGIBLE TO TAKE PART IN OUR LIVE DEMONSTRATION

Career CHOICE

Grow your career. Advance like you deserve. Career Choice lets you use your Amazon.com earnings to prepay for tuition, books, supplies, and more for up to 1 year of school.

Upcoming courses:

- Computer Support Specialist
- Track: AWS (2 courses)

Sign up deadline:

May 27th - Computer Support Specialist
May 14th - AWS Track (2 courses)
May 27th - AWS Track (2 courses)

Earn \$500 when you refer friends and family

Refer friends and family to Amazon.com and earn up to \$500 in Amazon.com gift cards.

How it works:

1. Refer a friend or family member to Amazon.com.
2. They make their first purchase on Amazon.com.
3. You'll receive a \$500 Amazon.com gift card.

How to refer:

1. Go to www.amazon.com/refer.
2. Enter the email address of the friend or family member you want to refer.
3. Click "Refer" to send the referral link.

Terms and conditions:

Refer a friend or family member to Amazon.com who makes their first purchase on Amazon.com within 90 days of the date you refer them. You'll receive a \$500 Amazon.com gift card. The \$500 Amazon.com gift card will be credited to your Amazon.com account within 90 days of the date you refer them.

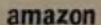
www.amazon.com/refer

KNOW BEFORE YOU SIGN

MAKE SURE YOU KNOW THE FACTS before you decide whether or not to sign a union card.

Signing an authorization card only entitles you to pay the union a monthly fee. Authorization cards are legally binding and mean you give up the right to work for yourself.

Take your time. Do your research. Get the facts.



FOR MORE FACTS VISIT www.amazon.com/union

Diversity, Equity + Inclusion Council

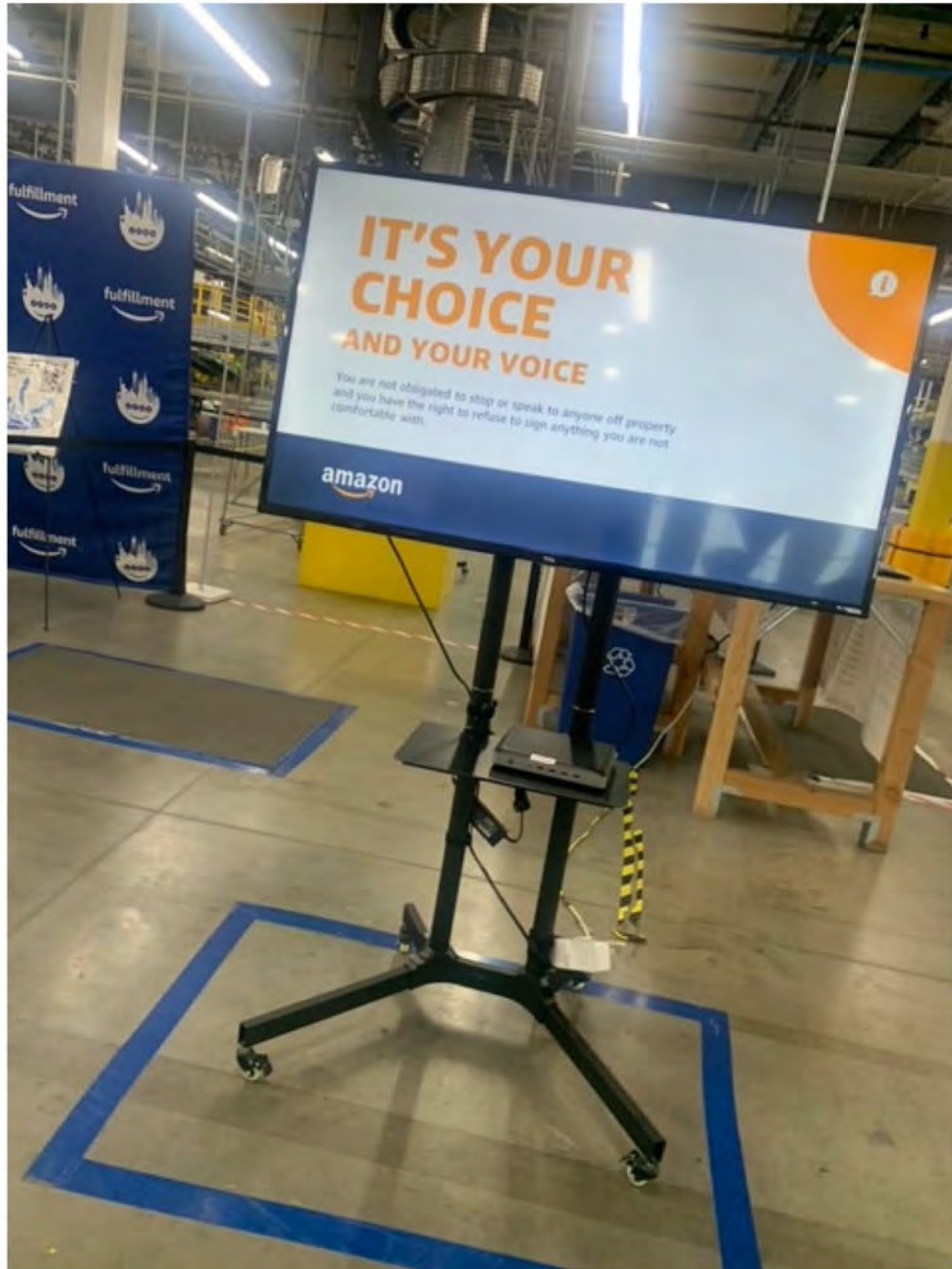
Learn from the best. Gain from the best. The D+I Learning From Leaders program is a free, self-paced, interactive learning experience that provides you with the tools and resources you need to lead a diverse and inclusive team.

Sign up now!

Rock Team Applications

Open May 1st

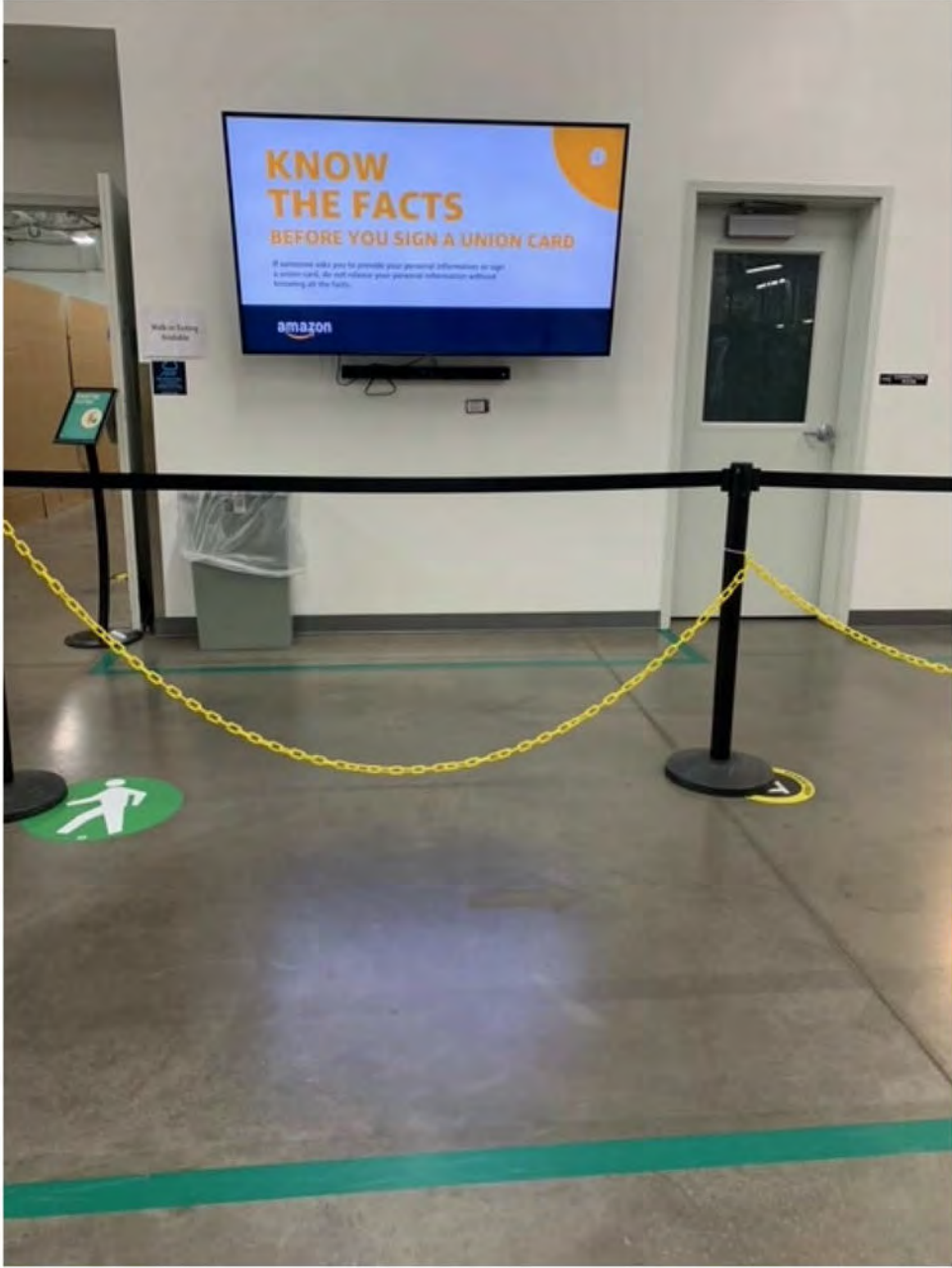
For more information, visit www.amazon.com/rockteam











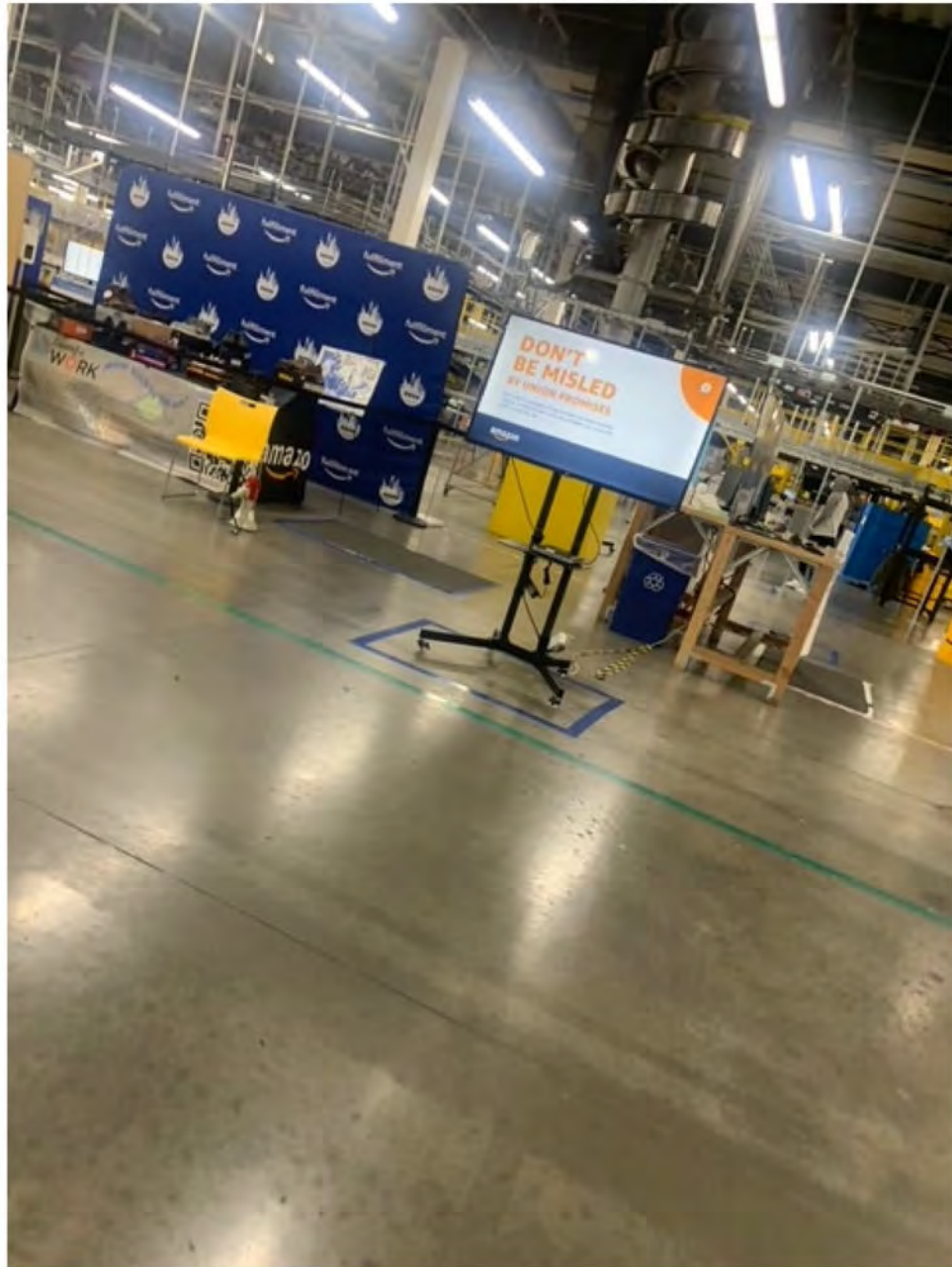
KNOW THE FACTS
BEFORE YOU SIGN A UNION CARD

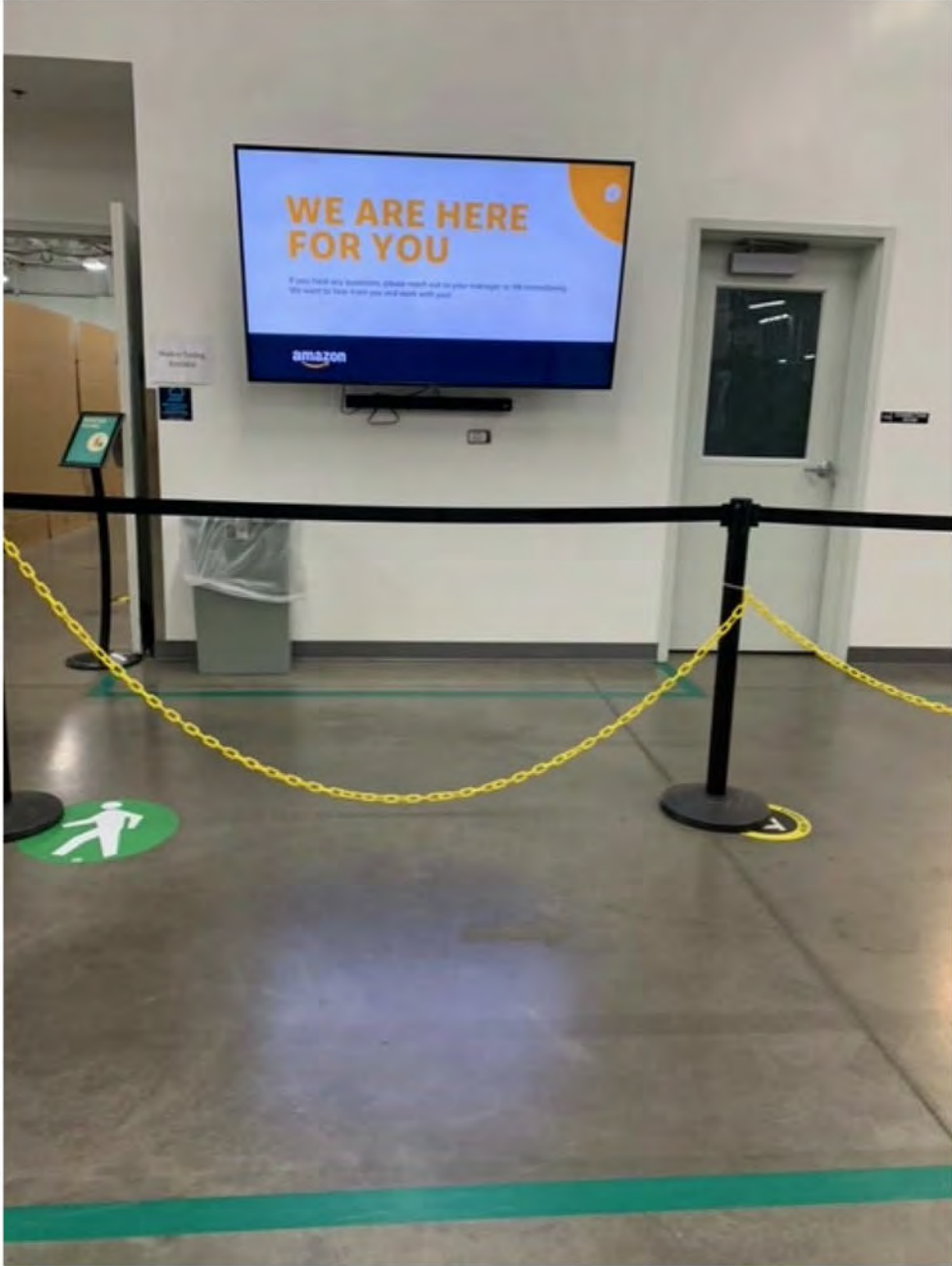
If someone asks you to provide your personal information to sign a union card, do not release your personal information without knowing all the facts.



Walk-in Testing Available







12:09

← Messages

LTE



amazon a-z

Don't Be Misled

Mon, May 10

Don't be misled by union organizers wearing Amazon vests — they are not part of Amazon.

- Someone may approach you outside and try to make you think they are part of Amazon.
- These individuals may be wearing an Amazon vest or something that looks similar.
- While some of these individuals may be current Amazon associates or representatives of the Amazon Labor Union — they DO NOT represent Amazon.
- Wearing an Amazon vest is a tactic to mislead you into thinking the individuals are connected with and represent Amazon, as they ask you to sign a union authorization card.
- They are not outside on Amazon business or representing Amazon.
- No one from Amazon will ever pressure you into signing a union authorization card.

Protect Your Signature: You do not have to share your personal information with anyone, **EVEN IF THEY APPEAR TO BE WEARING AN AMAZON VEST** — especially if it makes you feel uncomfortable. You also do not have to sign a union authorization card just because someone wearing an Amazon vest asks.

Speak For Yourself: Union authorization cards are **legally binding** and authorize the union to act as your exclusive representative. This means you give up the

4:19 ↗

LTE 

← Messages



amazon a to z

your personal information with anyone, **EVEN IF THEY APPEAR TO BE WEARING AN AMAZON VEST** — especially if it makes you feel uncomfortable. You also do not have to sign a union authorization card just because someone wearing an Amazon vest asks.

Speak For Yourself: Union authorization cards are **legally binding** and authorize the union to act as your exclusive representative. This means you give up the right to speak for yourself.

Don't Sign Away Your Choices: Signing a union authorization card may also obligate you to pay the union a monthly fee out of your paycheck.

Protect Your Signature and Your Privacy. Ask questions, do the research, and don't sign anything without reading it closely.

Your Amazon leaders want to continue working directly with you. Your voice and this work we're doing together matters to us.

Working together is best for our winning team. Please let your manager or HR know if you have any questions or concerns.

[CONTACT SUPPORT](#) [USEFUL LINKS](#)

Talk with HR
Chatbot

Connections

Contact ERC at
888-892-7180

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Picture taken by (b) (6), (b) (7)(C)
Date: Sunday, May 16, 2021 11:39:04 PM
Attachments: [IMG_8900.png](#)

AMAZON LABOR UNION (ALU) IS NOT SANCTIONED BY AMAZON



The ALU is not part of Amazon. Think twice before putting your future, your paycheck and your benefits into the hands of an organization with no experience and a history of financial trouble.

amazon

-in Testing
available

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Photo of Fire Complaint
Date: Monday, May 17, 2021 12:22:54 PM

https://twitter.com/shut_downamazon/status/1392580176500903941?s=21

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Screenshot 2021-05-17 at 11.54.25 AM
Date: Monday, May 17, 2021 11:54:50 AM
Attachments: [Screenshot 2021-05-17 at 11.54.25 AM.png](#)



Important Safety Information

Fri, May 14

Your safety is our number one priority, and it's important to us that you feel safe while you're here -- including when you are entering and leaving our facilities.

Recently, we've noticed people standing in the road in front of the site attempting to speak with some of you while you are driving. Although they may be wearing Amazon vests, they are not affiliated with and do not represent Amazon.

Please be careful and know that our focus remains on your safety – and the safety of everyone involved. If you see or hear anything that makes you feel uncomfortable, let any manager or member of HR know immediately rather than confronting the situation yourself. We are here to support you and ensure this is a safe and respectful workplace for everyone.

[CONTACT SUPPORT](#)

[USEFUL LINKS](#)

[Talk with HR
Chatbot](#)

[Connections](#)



From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Notice of Appearance
Date: Tuesday, May 25, 2021 9:02:13 AM
Attachments: [IMG_2513.jpg](#)



NATIONAL LABOR RELATIONS BOARD
NOTICE OF APPEARANCE

Amazon.com Services Inc.
and
(b) (6), (b) (7)(C)

CASE 29-CA-276926

REGIONAL DIRECTOR

EXECUTIVE SECRETARY
NATIONAL LABOR RELATIONS BOARD
Washington, DC 20570

GENERAL COUNSEL
NATIONAL LABOR RELATIONS BOARD
Washington, DC 20570

THE UNDERSIGNED HEREBY ENTERS APPEARANCE AS REPRESENTATIVE OF _____
(b) (6), (b) (7)(C)

IN THE ABOVE-CAPTIONED MATTER:
Amazon.com Services, Inc. and Derrick Anthony Palmer x

CHECK THE APPROPRIATE BOX(ES) BELOW:

REPRESENTATIVE IS AN ATTORNEY

IF REPRESENTATIVE IS AN ATTORNEY, IN ORDER TO ENSURE THAT THE PARTY MAY RECEIVE COPIES OF CERTAIN DOCUMENTS OR CORRESPONDENCE FROM THE AGENCY IN ADDITION TO THOSE DESCRIBED BELOW, THIS BOX MUST BE CHECKED. IF THIS BOX IS NOT CHECKED, THE PARTY WILL RECEIVE ONLY COPIES OF CERTAIN DOCUMENTS SUCH AS CHARGES, PETITIONS AND FORMAL DOCUMENTS AS DESCRIBED IN SEC. 11842.3 OF THE CASEHANDLING MANUAL.

(REPRESENTATIVE INFORMATION)

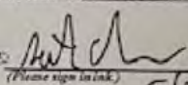
NAME: Seth Goldstein, Esq

MAILING ADDRESS: 217 Hadleigh Drive Cherry Hill NJ 08003

E-MAIL ADDRESS: Sgold352002@icloud.com

OFFICE TELEPHONE NUMBER: 846-460-1309

CELL PHONE NUMBER: 846-460-1309 FAX:

SIGNATURE: 
(Please sign in ink)

DATE: 5/25/21

¹ IF CASE IS PENDING IN WASHINGTON AND NOTICE OF APPEARANCE IS SENT TO THE GENERAL COUNSEL OR THE EXECUTIVE SECRETARY, A COPY SHOULD BE SENT TO THE REGIONAL DIRECTOR OF THE REGION IN WHICH THE CASE WAS FILED SO THAT THOSE RECORDS WILL REFLECT THE APPEARANCE.

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Notice of Appearance (b) (6), (b) (7)(C)
Date: Tuesday, May 25, 2021 8:46:41 AM
Attachments: [IMG_2510.jpg](#)



NATIONAL LABOR RELATIONS BOARD
NOTICE OF APPEARANCE

Amazon.com Services Inc.

and

(b) (6), (b) (7)(C)

CASE 20-CA-278926

- REGIONAL DIRECTOR
- EXECUTIVE SECRETARY
NATIONAL LABOR RELATIONS BOARD
Washington, DC 20573
- GENERAL COUNSEL
NATIONAL LABOR RELATIONS BOARD
Washington, DC 20573

THE UNDERSIGNED HEREBY ENTERS APPEARANCE AS REPRESENTATIVE OF _____
(b) (6), (b) (7)(C)

IN THE ABOVE-CAPTIONED MATTER.
Amazon.com Services, Inc. and Derrick Anthony Palmer x

CHECK THE APPROPRIATE BOX(ES) BELOW:

- REPRESENTATIVE IS AN ATTORNEY
- IF REPRESENTATIVE IS AN ATTORNEY, IN ORDER TO ENSURE THAT THE PARTY MAY RECEIVE COPIES OF CERTAIN DOCUMENTS OR CORRESPONDENCE FROM THE AGENCY IN ADDITION TO THOSE DESCRIBED BELOW, THIS BOX MUST BE CHECKED. IF THIS BOX IS NOT CHECKED, THE PARTY WILL RECEIVE ONLY COPIES OF CERTAIN DOCUMENTS SUCH AS CHARGES, PETITIONS AND FORMAL DOCUMENTS AS DESCRIBED IN SEC. 11942.3 OF THE CASEHANDLING MANUAL.

(REPRESENTATIVE INFORMATION)

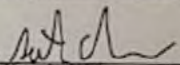
NAME: Seth Goldstein, Esq

MAILING ADDRESS: 217 Hadleigh Drive Cherry Hill NJ 08003

E-MAIL ADDRESS: Sgold352002@icloud.com

OFFICE TELEPHONE NUMBER: 646-460-1309

CELL PHONE NUMBER: 646-460-1309 FAX: _____

SIGNATURE: 
(Please sign in ink.)

DATE: 5/25/21

¹ IF CASE IS PENDING IN WASHINGTON AND NOTICE OF APPEARANCE IS SENT TO THE GENERAL COUNSEL OR THE EXECUTIVE SECRETARY, A COPY SHOULD BE SENT TO THE REGIONAL DIRECTOR OF THE REGION IN WHICH THE CASE WAS FILED SO THAT THOSE RECORDS WILL REFLECT THE APPEARANCE.

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Fwd: ALU security guard at BBQ
Date: Wednesday, May 26, 2021 3:52:27 PM

Begin forwarded message:

From: (b) (6), (b) (7)(C)
Date: May 26, 2021 at 3:45:10 PM EDT
To: sgold352002@icloud.com
Subject: ALU security guard at BBQ

good meeting you at the cookout.

here is the file

[https://get.massive.app/01F6N3203D9RAGSPFPT91H92P8?
secret=stwOpFNyXfjihGVc](https://get.massive.app/01F6N3203D9RAGSPFPT91H92P8?secret=stwOpFNyXfjihGVc)

best, (b) (6), (b) (7)(C)

--

(b) (6), (b) (7)(C)

From: [REDACTED]
To: [Cabrera, Emily](#)
Subject: Page 9 affidavit signature
Date: Saturday, May 29, 2021 6:00:14 PM
Attachments: [IMG_0055.jpg](#)



[Sent from Yahoo Mail for iPhone](#)

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Re: Withdrawal
Date: Monday, August 2, 2021 12:05:59 PM

We are writing to withdraw the charge referred below in 29-CA-276926.

Thanks,

Setg Goldstein

On Aug 2, 2021, at 11:28 AM, Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

The charge on which we found no merit is 29-CA-276926.

Emily A. Cabrera
Field Attorney
National Labor Relations Board
Region 29
Two Metrotech Center, 5th Floor
Brooklyn, New York 11201
O(718)765-6184
F(718)330-7579

The NLRB now requires e-filing for most documents
See [GC 20-01](#) and [Frequently Asked Questions](#)

From: (b) (6), (b) (7)(C)
To: [Cabrera, Emily](#)
Date: Wednesday, August 4, 2021 10:25:58 AM
Attachments: [IMG_5569.PNG](#)



Sent from my iPhone



(b) (6), (b) (7)(C)





Read 09:18 AM

Friday May 28, 2021

Heyo, my manager is pulling me off the floor to talk to HR about safety. I wanted to inform you myself.

Read 12:09 PM

Copy yes  just reached out to me about it.  told me it should just be a couple of minutes so just let your team know so they can cover you for the time

12:10 PM

Copy, thanks!

Read 12:11 PM

Thursday Jun 10, 2021

Just fetching a cart before reporting.

Read 07:46 AM

Copy

07:52 AM

Friday Jun 25, 2021

Heyo, just checked the Kindle for MMA, no icon yet.

Read 08:27 AM



Type a new message



From: (b) (6), (b) (7)(C)
To: [Cabrera, Emily](#)
Date: Wednesday, August 4, 2021 10:53:18 AM
Attachments: [IMG_3205.PNG](#)
[IMG_3206.PNG](#)
[IMG_3207.PNG](#)
[IMG_3287.jpg](#)
[IMG_3292.PNG](#)
[IMG_3303.PNG](#)
[IMG_3367.PNG](#)
[IMG_3491.jpg](#)
[IMG_3498.jpg](#)
[IMG_5006.PNG](#)
[IMG_5011.PNG](#)
[IMG_5029.PNG](#)
[IMG_5030.PNG](#)
[IMG_5035.PNG](#)
[IMG_5036.PNG](#)
[IMG_5075.PNG](#)
[IMG_5076.PNG](#)
[IMG_5077.PNG](#)
[IMG_5078.PNG](#)





Sent from my iPhone



New VOA
Comment Board



(b) (6), (b) (7)(C)

Comment Category

Policies and Procedures

What do you want to say?

Okay, so from this explanation and the National Labor Relations Board website, there is no legally binding document if there is no Union in place, so it's totally fine to sign a card saying that we want a chance to vote. Thanks!

<https://www.nlrb.gov/about-nlrb/rights-we-protect/the-law/employees/your-right-to-form-a-union>

You have 76 characters remaining

How are you feeling?



Display my name (your name will appear



New Comment VOA Board



(b) (6), (b) (7)

0 likes 0 replies



(b) (6), (b) (7)(C)

05/27/2021 9:25 PM

(b) (6), (b) (7)(C) Hi (b) (6), (b) (7), great question, thank you for asking. We'll have someone reach out to you individually to answer the question in more detail, but here is a brief explanation of the process. There are few steps in a process before a union is the exclusive representative for employees. The first step is what the union is undertaking right now, trying to get you to sign an authorization card, granting the union the right to be your exclusive legal representative. This is a legally binding document. If the union gets signed authorization cards from at least 30% of all employees in the bargaining unit they want to represent, they can then petition the NLRB for a vote. If it goes to a vote and at least 50% of all employees who vote actually vote for the union, then that union represents all employees in the union's proposed bargaining unit. This is why it is so important to understand exactly what you are signing, before you sign so you fully understand the impact.

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

05/27/2021 9:01 AM



New VOA
Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

05/27/2021 2:39 PM

Open

Addressing a Union from the newsletter:
Don't Unions need 30% of workers to vote for one before they can be legally recognized as a Union? So how would they be able to register without a vote? <https://www.nlr.gov/about-nlr/rights-we-protect/the-law/employees/your-right-to-form-a-union>

Category:
Policies and Procedures

0 0



Auto-scroll comments

Scroll Speed

(b) (6), (b) (7)(C) Hi (b) (6), (b) (7)(C), great question, thank you for asking. We'll have someone reach out to you

inSTALLments
May 28 – June 3 | 2021

Inbound Days							
Wk of 5/16	5/16	5/17	5/18	5/19	5/20	5/21	5/22
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
IB DA	6:15-17:15	6:15-17:15	6:15-17:15	6:15-17:15			
IB DA	6:30-17:30	6:30-17:30	6:30-17:30	6:30-17:30			
IB DC-1		6:15-17:15	6:15-17:15		6:15-17:15	6:15-17:15	
IB DC-7		6:30-17:30	6:30-17:30		6:30-17:30	6:30-17:30	
IB DB				6:15-17:15	6:15-17:15	6:15-17:15	6:15-17:15
IB DB				6:30-17:30	6:30-17:30	6:30-17:30	6:30-17:30
IB DN	6:15-17:15				6:15-17:15	6:15-17:15	6:15-17:15
IB DN	6:30-17:30				6:30-17:30	6:30-17:30	6:30-17:30
IB DL	6:15-17:15	6:15-17:15	6:15-17:15				6:15-17:15
IB DL	6:30-17:30	6:30-17:30	6:30-17:30				6:30-17:30
IB PT	6:15-17:15						6:15-17:15
IB PT	6:30-17:30						6:30-17:30
Inbound Nights							
IB NA	17:30-5:15	17:30-5:15	17:30-5:15	17:30-5:15			
IB NA	17:45-5:30	17:45-5:30	17:45-5:30	17:45-5:30			
IB RT				17:30-6:00	17:30-6:00	17:30-6:00	
IB RT				17:45-6:15	17:45-6:15	17:45-6:15	

Key Extra Hours Extra Day

FACT CHECK THE ALU

According to Amazon Labor Union's (ALU) website, it is affiliated with The Congress of Essential Workers (TCOEW).

Did you know the TCOEW has a history of poor financial accountability and transparency?

The ALU website states that if it's able to unionize JFK8, DYY6, LDJ5, or DYX2, "Union dues will be taken from each paycheck, equal to roughly one hour's wages."

It's your hard-earned money. Be careful who you trust.



ASK HR OR YOUR MANAGER FOR MORE INFORMATION

Breaking news! Prime Day 2021 is confirmed for June 21 and 22
Mark your calendars for this busy and exciting time.

Please keep this information confidential until the official public announcement on June 2.
We are finalizing details, including special activities just for you, and will give updates soon.

Vaccine Event *By Walgreens*
Wednesday, June 2, 2021

Thursday June 3, 2021

1:00 PM – 8:00 PM

(Upcoming Second-dose event to be scheduled soon afterwards)

Walk-ins Welcome

Or Scan with your phone to register!

Associate family/household members may also register or walk-in for the Pfizer vaccine

All hourly, non-exempt Amazonians are eligible for \$40 per vaccine dose. Just log your vaccine in A to Z. So far, more than 1.6 billion doses of the COVID-19 vaccines have been given to patients around the world, including 285 million in the U.S.



Purchase safety shoes with your \$110 credit

Did you know each year, you get a credit to purchase safety shoes through the Mind Your Step program.

Your credit will renew June 1 if you purchased shoes in 2020. To receive up to \$110 toward protective footwear and insoles.

Visit zappos.com/AmazonSafety or scan here!



Get caught being safe!

Beginning June 1st speak to any member of the Safety or HR team while wearing your safety shoes and be entered into a weekly raffle drawing for \$25 in Snappy cash!

All June Birthdays!
6/2 & 6/4
Birthday Roundtable



RSVP here, if your birthday is in June

Covid-19 Testing is paused for Memorial Day weekend. This free service will resume on Tuesday 6/1



Check A to Z on your mobile device for the latest news and important updates.



Have feedback about inSTALLments? Email: peccysays@amazon.com



New Comment VOA Board



Select Filters



(b) (6), (b) (7)(C)

Today, 3:23 PM

Edit

Open

Can we please make the font size on this message board larger from here on in? Possibly a text measurement of 50-72. I don't wanna get TOT-ed trying to read it.

Category: Working Conditions/Facilities

0 0

Auto-scroll comments


Scroll Speed



(b) (6), (b) (7)(C)

Today, 3:10 PM

myVoice
amazon New VOA
 Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 11:36 AM

Edit

Open

Thank you very much for increasing the size on ONE of the VOA boards; now could we increase the size of EVERY VOA board so wherever a person is in the facility, they can see it with ease, not causing a congestion (with multiple bodies stopped at one larger screen) and not excluding workers with poor eyesight from having access to every conceivable available way to stay informed?

Category:
Working Conc

Auto-scroll comments

Scroll Speed

0 0



New VOA Comment Board



(b) (6), (b) (7)(C)

screen) and not excluding workers with poor eyesight from having access to every conceivable available way to stay informed?

Category:

Working Conditions/Facilities

0 likes 0 dislikes



(b) (6), (b) (7)(C)

06/01/2021 2:36 PM

(b) (6), (b) (7)(C) Hi (b) (6), (b) (7)(C) thanks again for the feedback. Every VOA board is updated with the increased font size. Please note that the VOA board is also accessible to all employees at all times on AtoZ.

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

inSTALLments

June 4 - 11 2021

Inbound Nights							
Wk of 6/6	6th Sun	7th Mon	8th Tue	9th Wed	10th Thu	11th Fri	12th Sat
NA	17:30 -4:15	17:30 -4:15	17:30 -4:15	17:30 -4:15			
NA	17:45 -4:30	17:45 -4:30	17:45 -4:30	17:45 -4:30			
RT1	17:30 -4:15				17:30 -6:00	17:30 -6:00	17:30 -6:00
RT1	17:45 -4:30				17:45 -6:15	17:45 -6:15	17:45 -6:15
RT2		17:30 -4:15			17:30 -6:00	17:30 -6:00	17:30 -6:00
RT2		17:45 -4:30			17:45 -6:15	17:45 -6:15	17:45 -6:15
RT3			17:30 -4:15		17:30 -6:00	17:30 -6:00	17:30 -6:00
RT3			17:45 -4:30		17:45 -6:15	17:45 -6:15	17:45 -6:15
RT4				17:30 -4:15	17:30 -6:00	17:30 -6:00	17:30 -6:00
RT4				17:45 -4:30	17:45 -6:15	17:45 -6:15	17:45 -6:15

Swap your shift and save your UPT, PTO, and/or Vacation!
Please go to the AtoZ zone to find our self-service Shift Swap kiosks

New kicks, on us!

- Step 1-Scan the QR code below
 - Step 2-Sign-in or create a Zappos account if you are a first time customer
 - Step 3-Use your amazon login
 - Step 4-Browse available shoes
 - Step 5-Add it to your cart
 - Step 6-"PROCEED TO CHECKOUT"
 - Step 7-Enter your shipping address
 - Step 8-All that's left is to place your order and await your delivery!
- *Your \$110 credit will reflect in the order summary (along with the 10%



KNOW BEFORE YOU SIGN

MAKE SURE YOU KNOW THE FACTS before you decide whether or not to sign a union card.

Signing an authorization card may obligate you to pay the union a monthly fee. Authorization cards are legally binding and mean you give up the right to speak for yourself.

Take your time. Do your research. Get the facts.



ASK HR OR YOUR MANAGER FOR MORE INFORMATION

Prime Day: \$10 for \$10 prime day

Amazon is offering Prime members a \$10 credit to spend on Prime Day when they purchase \$10 in products from eligible small-business brands and artisans between June 7 and June 20. We're excited to do this again and thank you for your help in supporting small businesses.

Check Amazon.com for further details.

JFKB continues its commitment to sustainability by introducing bottle and can recycling. Beginning Monday 6/7 please use these collection bins located in all break areas for disposing of your recyclable cans and bottles.



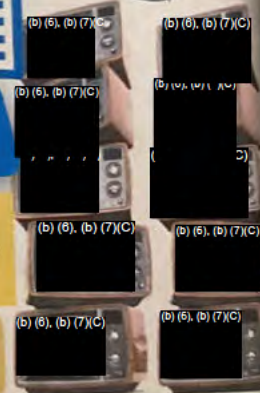
Watch the video submissions from our Team. Click here!



WATCH FULL VIDEO

Be sure to scan and cast your vote for who you think earned the \$500 prize and the chance to move onto the national level

VOTE NOW



READY TO ACCELERATE YOUR CAREER PATH?
The Tier 3 Matrix is a dynamic screening process that quantifies each Associate's experience and performance both on and off the production floor. JFKB is looking for Associates that have demonstrated a commitment to safety, attendance, cross training as well as involvement in Affinity groups and Associate Committees. Help us continue growing our team of World Class Operators!



KNOW THE FACTS:

WHAT IS THE ALU AND IS IT WORTH JOINING?

Trying to make sense of the Amazon Labor Union (ALU), what it is, and what it wants? Here are some facts:

01

Is Amazon Labor Union (ALU) part of Amazon?

No. The ALU is not part of Amazon. ALU has inexperienced leadership and zero experience negotiating for workers.

02

Is ALU an official union?

It hasn't filed any paperwork with the Department of Labor.

03

What does signing a card mean?

Union authorization cards are legally binding and authorize the union to act as your exclusive representative. You may be asked to physically sign a card or click a link that asks for your signature online. This means you give up the right to speak for yourself. Signing a union authorization card may also obligate you to pay the union a monthly fee.

Whether you choose to speak with someone or not is entirely your choice. You have the right to refuse to sign anything you are not comfortable with.




SCAN TO SIGN

Sign your union authorization card online. Safe, secure, and discreet.



or visit amazonlaborunion.org/sign
amazon LABOR UNION

myVoice
amazon New VOA
 Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 3:19 PM

Edit

Open

6/21/21: ALU (b) (6), (b) (7)(C) spoke to (b) (6), (b) (7)(C) for holiday pay on Juneteenth. Dismissed, ALU put together a petition and is gathering signatures, over 50+ now! 7/8/21: Presented again, (b) (6), (b) (7)(C) confirmed that (b) (6), (b) (7)(C) wouldn't use any energy/effort to make positive change for workers! So you're invited to come sign the petition for well-deserved holiday pay at the ALU tent, speak up for yourself and help make history!

Auto-scroll comments

Scroll Speed

Category:

Pay and Benefits/Time off

 0  0



New VOA
Comment Board



(b) (6), (b) (7)(C)

- Failed to create comment: You do not have permission to view/post to this site
- Failed to create comment: You do not have permission to view/post to this site

Voice of the Associate Board

Every Amazonian deserves a voice – and a manager or site leader will get back to you

MyVoice is intended to be used during working hours.

New Comment

Select your site:

JFK8

Comment Category



New VOA Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 11:43 AM

Edit

Open

I put a petition up and was told it was solicitation and against policy. It wasn't. I wasn't shown that in writing (though requested), I was unfairly targeted and disciplined (as (b) (6), (b) (7)(C); they apologized to my (b) (6), (b) (7)(C) comrade), and I wasn't made aware of the illegal repercussions they enforced (i tried to post it again and my permissions were taken away). HR silences voices, not the ALU.

Category: Policies and Procedures

0 likes 0 dislikes

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)



New VOA Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 11:39 AM

Edit

Open

This one is a test because HR illegally tried to silence my voice by taking my VOA board permissions away. Am currently filing discrimination charges. Let's list it: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) forming a union speaks out about federal holiday pay for Juneteenth and invites (b) (6), (b) (7)(C) coworkers to sign a petition? Totally legal. Trying to silence that? COMPLETELY illegal. ALU provides a voice. Not Amazon.

Category: Policies and Procedures

0 0

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

Today, 11:34 AM



New VOA Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 11:51 AM

Open

I know it's pointless to argue with you on here. You can craft the perfect non-answer to dodge any criticism that comes your way. But workers are not going to tolerate this kind of hypocrisy. Amazon can't claim to value the voices of (b) (6), (b) (7)(C) while blatantly censoring (b) (6), (b) (7)(C) workers for speaking on the topic of race. Stop being a part of the problem and restore (b) (6), (b) (7)(C) permissions.

Category: Leaders/Manager/Culture

2 0

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

Today, 11:49 AM



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 11:49 AM

Open

(b) (6), (b) (7)(C) I was disappointed to hear leadership's response to the petition for Juneteenth recognition, which was a refusal on your part to even advocate for what the workers want. But you all crossed the line by banning (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) from posting about the it on the VOA board. It's unacceptable and disgusting for you to silence (b) (6), (b) (7)(C) for speaking about the importance of Juneteenth. 1/

Category: Leaders/Manager/Culture

2 0

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

Today, 11:43 AM



New VOA Comment Board



(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) Hi (b) (6), (b) (7)(C). We have been asked about Juneteenth being a paid holiday, have escalated these questions to the appropriate parties, and have responded to each comment. The news of Juneteenth becoming a federal holiday is a recent event and is being considered by Amazon at this time. We will continue to update site communications with all company wide announcements as we get them. All associates have access to the VOA board. Before posting on the VOA board, employees are required to review and confirm acknowledgement that the comment aligns with Amazon Company Policy as detailed in the Code of Conduct. Any comments that violate this policy may be removed.

Auto-scroll comments

Scroll Speed



(b) (6), (b) (7)(C)

07/13/2021 11:43 AM



New VOA Comment Board



(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) Hi (b) (6), (b) (7)(C). The VOA Board is available for employees to communicate with site leadership to ask questions and raise concerns. It is not a forum for solicitation. We support employees' right to solicit in accordance with Amazon policy, which prohibits solicitation via company bulletin boards and other Company electronic communication methods. This includes the VOA boards. A copy of the policy can be found within the Amazon.com Owner's Manual accessed through the Code of Conduct link or Inside Amazon. Leadership explained this to you in person on July 12th. We have not and will not revoke anyone's ability to post on the VOA board however, we will continue to ensure that comments comply with Company policy. If you have additional questions about this we

would be happy to discuss.

Auto-scroll comments

Scroll Speed



New Comment VOA Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 5:06 PM

Edit

Open

(b) (6), (b) (7)(C) and all of HR: please google the words "Solicitation" and "policy", as well as the Bill of Rights of this country and the laws that govern us. There appears to be a disconnect in your collective understanding of human rights and dignity. Btw, thanks for the Brooms and dustpans. Our Blitz prep time is considerably shortened and we recover more merch, thereby saving this company money.

Category: Policies and P

Auto-scroll comments

Scroll Speed

0 0



New VOA Comment Board



(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Today, 5:09 PM

Edit

Open

6/21/21: ALU (b) (6), (b) (7)(C) spoke to (b) (6), (b) (7)(C) for holiday pay on Juneteenth. Dismissed, ALU put together a petition and is gathering signatures, over 60+ now! 7/8/21: Presented again, (b) (6), (b) (7)(C) confirmed that (b) (6), (b) (7)(C) wouldn't use any energy/effort to make positive change for workers! So you're invited to come sign the petition for well-deserved holiday pay at the ALU tent, speak up for yourself and help make history!

Auto-scroll comments

Scroll Speed

Category: Pay and Benefit

0 0

From: (b) (6), (b) (7)(C)
To: [Cabrera, Emily](#)
Date: Wednesday, August 4, 2021 10:56:04 AM
Attachments: [IMG_5234.PNG](#)
[IMG_5235.PNG](#)
[IMG_5296.jpg](#)
[IMG_5297.jpg](#)
[IMG_5298.jpg](#)
[IMG_5299.jpg](#)
[IMG_5300.jpg](#)
[IMG_5301.jpg](#)
[IMG_5302.jpg](#)
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[IMG_5320.jpg](#)
[IMG_5321.jpg](#)
[IMG_5322.jpg](#)
[IMG_5323.jpg](#)
[IMG_5324.jpg](#)
[IMG_5325.jpg](#)







Sent from my iPhone



(b) (6), (b) (7)(C)

**Monday Jul 12, 2021**

hey (b) (6), (b) (7)(C) - can you please to down to Main office and see (b) (6), (b) (7)(C) - (b) (6), (b) (7)(C) is sitting in the (b) (6), (b) (7)(C) office - soon as you walk in door the office on the right with the window that looks onto floor

10:08 AM

Good morning, my team is about to run a Blitz in 5 min. and I need to be there. Is (b) (6), (b) (7)(C) willing to wait 'til about 11:05am?

Read 10:12 AM

let me verify

10:12 AM

Copy that.

Read 10:12 AM

So you need to report now

10:14 AM

Okay. Does my (b) (6), (b) (7)(C) know? Also, what does this pertain to?

Read 10:15 AM

Not sure I am letting (b) (6), (b) (7)(C) know




Type a new message





(b) (6), (b) (7)(C)



run a bitz in 5 min. and I need to be there. Is  willing to wait 'til about 11:05am?

Read 10:12 AM

let me verify

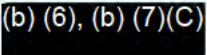
10:12 AM

Copy that.

Read 10:12 AM

So you need to report now

10:14 AM

Okay. Does my  know? Also, what does this pertain to?

Read 10:15 AM

Not sure I am letting  know

10:15 AM

Copy that. Will wait for word.

Read 10:16 AM

They are sending someone to replace you

10:17 AM

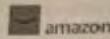
Hmm. Copy that.

Read 10:18 AM



Type a new message





Search...

Welcome, Dana Miller

UNITED STATES | ENGLISH

[About Amazon](#) [Employment](#) [Libraries](#) [My Workplace](#) [Services](#) [Toolkit](#)

[English](#) > [Employment - US](#) > [Policies - US](#) > [Policy: Owner's Manual and Guide to Employment - US](#)

Policy: Owner's Manual and Guide to Employment - US

Edited on: 07/06/2021
Managed by: Global HR

Welcome to Amazon!

We're thrilled to have you join us as we work hard, have fun, and make history! We think we've created an exceptional work environment that marries hard-charging intensity with major-league fun. As you get to know the folks at Amazon, you'll discover a group of diverse, world-class associates who treat each other with respect, work together as a team, and act like what they are: true owners of the company.

Our overall mission is simple: we want Amazon to be the place where our customers can find, discover, and buy anything online! Whatever our customers tell us they want, we will find the means to deliver. In doing so, we will create the most customer-centric company in the universe, a company that customers from all over the globe will recognize, value, and trust for both our products and our service. With your help, Amazon will continue to enable people to discover new worlds and create change in a meaningful and lasting way.

Amazon is at the beginning of its history. Already millions of people have shown their faith in our future, through buying from us, through investing in us, and through working with us. Thanks again for joining Amazon and helping us shape the future.

Once again, welcome aboard!

Jeff Bezos
Founder and Executive Chair

On this page

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- [Benefits](#)
- [Company personnel policies](#)
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Amazon and you

About this document

This Owner's Manual and Guide to Employment (the Manual) summarizes Amazon's basic personnel policies and practices and is intended to serve as a resource concerning your employment at Amazon. It is designed to provide you with an overview of Amazon's policies, procedures, and benefits. More detailed materials and information are distributed during new hire orientation and are made available on the company intranet, including on the Inside Amazon site. You will have access to the linked information provided in this Manual and to Amazon's intranet, starting on your first day of employment.

Amazon reserves the right to modify, revoke, suspend, terminate, or change any or all its policies, guidelines, or procedures in whole or in part at any time, with or without notice. This Manual is not intended as a contract and supersedes any previous policy statements, written or oral. As described in this Manual, your employment is not for a fixed term and is "at will," meaning both you and Amazon have the right to end the employment relationship at any time, with or without cause and with or without prior notice or warning.

Some of Amazon's business groups or sites may develop their own specific guidelines, policies and/or procedures that apply only to their associates. Unless you are instructed otherwise, such guidelines, policies, or procedures supplement (are in addition to) the information provided in the Manual and on the company's intranet.

Remember that the Owner's Manual, company policies and guidelines, and other content on Amazon's intranet are living things. They are changed from time to time at Amazon's sole discretion for business reasons or to keep pace with what is going on around us. Amazon reserves sole discretion to make such changes at any time and without specific notice.

Our leadership principles

Whether you are an individual contributor or a manager of a large team, you are an Amazon leader. These are our leadership principles, unless you know better ones.

Customer obsession

Leaders start with the customer and work backwards. They work vigorously to earn and keep customer trust. Although leaders pay attention to competitors, they obsess over customers.

Ownership

Leaders are owners. They think long term and don't sacrifice long-term value for short-term results. They act on behalf of the entire company, beyond just their own team. They never say "that's not my job".

Invent and simplify

Leaders expect and require innovation and invention from their teams and always find ways to simplify. They are externally aware, look for new ideas from everywhere, and are not limited by "not invented here." As we do new things, we accept that we may be misunderstood for long periods of time.

Are right, a lot

Leaders are right a lot. They have strong judgment and good instincts. They seek diverse perspectives and work to disconfirm their beliefs.

Learn and be curious

Leaders are never done learning and always seek to improve themselves. They are curious about new possibilities and act to explore them.

Hire and develop the best

Leaders raise the performance bar with every hire and promotion. They recognize exceptional talent, and willingly move them throughout the organization. Leaders develop leaders and take seriously their role in coaching others. We work on behalf of our people to invent mechanisms for development like Career Choice.

Insist on the highest standards

Leaders have relentlessly high standards—many people may think these standards are unreasonably high. Leaders are continually raising the bar and drive their teams to deliver high quality products, services, and processes. Leaders ensure that defects do not get sent down the line and that problems are fixed so they stay fixed.

Think big

Thinking small is a self-fulfilling prophecy. Leaders create and communicate a bold direction that inspires results. They think differently and look around corners for ways to serve customers.

Bias for action

Speed matters in business. Many decisions and actions are reversible and do not need extensive study. We value calculated risk taking.

Frugality

Accomplish more with less. Constraints breed resourcefulness, self-sufficiency, and invention. There are no extra points for growing headcount, budget size, or fixed expense.

Earn trust

Leaders listen attentively, speak candidly, and treat others respectfully. They are vocally self-critical, even when doing so is awkward or embarrassing. Leaders do not believe their or their team's body odor smells of perfume. They benchmark themselves and their teams against the best.

Dive deep

Leaders operate at all levels, stay connected to the details, audit frequently, and are skeptical when metrics and anecdote differ. No task is beneath them.

Have backbone; disagree and commit

Leaders are obligated to respectfully challenge decisions when they disagree, even when doing so is uncomfortable or exhausting. Leaders have conviction and are tenacious. They do not compromise for the sake of social cohesion. Once a decision is determined, they commit wholly.

Deliver results

Leaders focus on the key inputs for their business and deliver them with the right quality and in a timely fashion. Despite setbacks, they rise to the occasion and never settle.

Getting started

New associates will undoubtedly have questions regarding Amazon. We hope that this Manual will satisfy the most frequently asked questions, but please do not hesitate to ask your manager or Human Resources if you have further questions. In Seattle, you may contact the Employee Resource Center. Contact information for your Human Resources Business Partner can be found through the following link on the corporate intranet:

<https://contactstool.amazon.com/>

What we can expect from each other

You've probably figured out by now that this is not an ordinary company, and we have extraordinary people on our team. Accordingly, the company is committed to treating each associate fairly and with respect, and to maintaining an environment of open communication. As an associate, your primary responsibility is to do an outstanding job on your work. The efforts of each person, working individually and as part of the Amazon team, are the means for meeting the overall objectives of the company. We do also expect associates to maintain a high professional standard of behavior and job performance and to adhere to the policies set forth in this Manual.

Open door policy and conflict resolution

05@+==;0~q-4 0+@#F I v . 1 0 ▲ - 9 0 v k + 9 y ▲ - 6 2 0 ▲ 0 P r 0 + 0 m ' 1 1

Amazon believes that candid and constructive communication is essential to the smooth functioning of our workplace and to maintaining an atmosphere of mutual respect. Accordingly, we have an "open door" policy, which means that you are welcome to discuss any suggestion, concern, or other feedback with any member of the company's management. Associates are encouraged to bring their ideas to the attention of management.

The majority of misunderstandings are satisfactorily resolved by a thorough discussion and mutual understanding between the parties involved. In general, it is best to discuss any concerns with your immediate supervisor first. If you are unable to reach a satisfactory resolution with your supervisor or are not comfortable discussing the issue with your supervisor, you are welcome to discuss the matter with the next level of management, with Human Resources, or with any member of senior management. When you bring a concern to Human Resources, it will be reviewed, and if appropriate, action will be taken. Human Resources will communicate with you regarding the outcome.

If you believe that you or another associate has been subject to workplace harassment, pursuant to the provisions of the Workplace Harassment policy in this Manual, you should immediately report this to any manager or member of Human Resources. See the Workplace Harassment policy for more information.

Employment at Amazon.com

At-will employment

Employment at Amazon is not for any specified length of time, and both the associate and the company have the right to end the employment relationship at any time, with or without cause and with or without prior notice or warning. Only Amazon's general counsel and chief financial officer have authority to bind the company to policies or agreements that conflict with this policy of at-will employment. Any such exception must be in a written agreement signed by Amazon's general counsel or chief financial officer.

Employee classifications

Each position at the company is broadly classified by regularly expected work hours and whether the employee is "exempt" or "non-exempt". These classifications are dictated both by the company's business needs and state and federal wage-hour laws.

Non-exempt associates are eligible for overtime pay and are ordinarily paid by the hour. Exempt associates are not eligible under federal and state laws for overtime pay and are ordinarily paid salary.

Eligibility for stock-based awards and benefits is based on employee classification. Changes to an associate's classification must be approved by the associate's manager and Human Resources. Some employees may not qualify for specific benefits and time off options listed in this document based on their employee classification. Employees may contact Human Resources to determine their classification.

Contingent workers such as temporary agency employees placed on assignment at the company, independent contractors, or consultants are not considered Amazon employees and therefore do not fall into any employee class.

Working hours

Managers are responsible to establish work schedules that accommodate operational priorities, and each associate should be flexible in meeting these priorities. Work schedules for hourly associates may vary from site to site and week by week. This flexibility is critical to Amazon's success as a company. The intense nature of our business and the demands of an e-commerce environment require that associates make a serious commitment of time and energy to Amazon. Salaried associates should clearly understand that they may frequently work extended hours to help the company succeed. Hourly associates may also be required to work varying amounts of overtime, as Amazon's needs require.

Most positions at the company require associates to work full-time. The company recognizes that situations may occur where associates may need to temporarily alter their work schedules in order to better accommodate difficult or demanding periods of their lives, while still meeting the demands of their job. Additionally, associates may sometimes require an alternative work arrangement when medically necessary due to a disability or medical condition. Amazon's leave of absence (LOA) and accommodation programs will apply to many of these situations. For situations not covered by those programs, associates may request approval for flexible work arrangements under Amazon's Flexible Work Arrangements Policies. Leave of absence, accommodation, and flexible work are covered in more detail below.

Hourly associates must report all hours worked, whether at an Amazon building or off-site. No one may allow or ask any hourly associate to work "off the clock" without being paid. Hourly associates working more than five hours are generally required to take a work-free, unpaid 30-minute meal period. The meal period must start no later than five hours or, in some locations, five-and-a-half hours after the associate begins working. Additional meal periods are provided in some circumstances. Hourly associates are required to take a minimum ten-minute paid break for every four hours worked or major fraction thereof. Please check with your manager or Human Resources Business Partner regarding your work schedule. For more information, see the complete U.S. Working Hours Policy for non-exempt/hourly associates: [Working Hours \(Non-Exempt/Hourly\) Policy](#).

Attendance and punctuality

Regular attendance and punctuality are important parts of your obligations as an Amazon associate. You are to work the hours scheduled by your manager. If you are going to be absent or late to work, we expect to hear from you before the start of your workday. Please be aware that unsatisfactory attendance may be a basis for disciplinary action, up to and including dismissal.

Individual sites or departments may establish specific guidelines for attendance and punctuality, based on the needs of the business. If your site or department has specific guidelines, your manager or Human Resources will review them with you, and it is expected that you will abide by them throughout your employment in that department.

If you are unable to meet attendance requirements, due to medical, family, or personal reasons, contact the Employee Resource Center and/or review information on Inside Amazon to determine whether you might qualify for leave of absence or accommodation.

If an associate has not reported to work or called in for three (3) consecutive workdays, in most cases the company will consider the associate to have resigned and employment will be terminated.

Corrective action

To ensure orderly operations and provide the best possible environment, Amazon expects associates to follow rules and exhibit conduct that will protect the interests and safety of all associates and the organization. The appendix to the Owner's Manual includes the Standards of Conduct, a list of examples of infractions that may result in corrective action, up to and including termination of employment. The Standards of Conduct are only guidelines; it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, and the Standards of Conduct is not intended to be all-inclusive or exhaustive. Abiding by the Standards of Conduct is necessary but is not sufficient for continued and successful employment at Amazon. The bar is much higher, and associates are expected to perform at a very high level in serving our customers. As an at-will employer, Amazon reserves the right in all circumstances to apply any level of corrective action as appropriate, up to and including immediate termination of employment, without prior corrective action or notice for conduct in either category or for conduct not described in the Standards of Conduct.

Performance evaluation

Managers and associates are strongly encouraged to discuss job performance and goals on an informal and frequent basis. Formal performance evaluations are typically conducted on an annual basis. Amazon or individual sites or departments may establish more frequent performance review periods. Performance evaluations become a part of your personnel file and may be used for future employment decisions and consideration such as transfers, promotions, compensation decisions, training, salary reviews, and corrective action.

Internal transfers and promotions

At Amazon, we strongly believe in creating and supporting internal development opportunities through internal transfers. There are many opportunities to try new things and innovate on behalf of our customers. A well-timed, thoughtful change in roles can be a great way to diversify your experience and build your career. If you're considering whether a new role is right for you, it may be beneficial to discuss your career goals with your manager, HR Business Partner, and/or mentor.

More information about the Internal Transfer process on Inside: [Internal Job Transfer Opportunities at Amazon](#)

View and apply for current job opportunities at Amazon: [JobFinder](#)

Dealing with the public

To ensure that Amazon follows all rules applying to a public company regarding disclosure of information, the company has designated certain associates to represent the company to the public. No other associate should speak with media representatives on Amazon's behalf, even to answer apparently innocuous questions. Press inquiries and requests for interviews or public appearances by Amazon should be forwarded to the Strategic Communications department.

at amazon-pr@amazon.com. Financial inquiries should be directed to the Investor Relations department at ir@amazon.com. It is extremely important that all questions directed to Amazon are forwarded to one of the above departments, who are the company's only designated spokespeople.

Associates must always comply with Amazon's Confidential Information policy (see below in this Owner's Manual) by not revealing, confirming, or discussing confidential information without authorization. Nothing in the Owner's Manual prohibits non-supervisory employees' communications about wages, hours, or working conditions.

Personnel information and records

Most personnel information is stored electronically and accessible on a self-service basis from internal online tools such as PeoplePortal, MyDocs, Managing MyPay, and amazonbenefits. For accessing personnel information, you may also contact the Employee Resource Center (1-888-892-7180).

The personnel information the company maintains is needed by the company in conducting its business or is required to be maintained by federal, state, or local laws.

Changes to Personal Information: Human Resources should be notified promptly of any changes in name, residential address, home telephone number, marital status, name of beneficiary, or dependents listed on any benefits, number of dependents for withholding tax purposes, or emergency contacts. Most associates can make changes to this information by using our PeopleSoft self-service option located on the intranet at:

PeoplePortal Self-Service

Associates who do not have access to the self-service option in PeopleSoft should contact the Employee Resource Center (1-888-892-7180) to make changes.

Your personnel information, including in some cases personal telephone number, ordinarily will be made available to your manager and others with a need to know, such as a hiring manager if you apply for a new position internally. If you believe that certain materials in your personnel records are irrelevant, inaccurate, or obsolete, you may informally request their removal by contacting the Employee Resource Center or submitting a written statement that may be included in the relevant system (e.g., MyDocs). You may also request copies of certain personnel records. Please contact the Employee Resource Center for more information.

Resignation

If you decide to resign from your employment at Amazon, we request that you provide at least two (2) weeks' notice. This will give your manager the opportunity to adjust his or her plans with the least amount of interruption to company work schedules. We encourage associates who resign voluntarily to submit such resignation in writing, with the reason for resigning and the effective date stated.

Compensation

Hiring, retaining, and motivating talented, versatile, and driven associates are critical success factors for Amazon. Towards this end, Amazon seeks to compensate associates relative to the nature and extent of their contribution to the company's success, their responsibility and commitment to the company, and their skill level, all as measured in the context of market comparables. Amazon views all forms of rewards provided to associates, including cash compensation, equity compensation, health, and other benefits, as part of its total compensation package. If the company does well, associates will be well rewarded through their equity compensation, which is an important component of compensation over the long term.

In determining compensation for our associates, the company strives to attract and retain the best associates, reinforce ownership, emphasize performance and potential as a basis for rewards, recognize the need for global and flexible compensation approaches, and to filter our compensation decisions through our core values. Amazon's compensation philosophy is available from your Human Resources Business Partner or on the intranet at:

Compensation Policy

Amazon will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees 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.

Pay periods and direct deposit

Hourly associates are paid every other Friday. Hourly associates' workweek starts at 12 a.m. Sunday and ends at 11:59 p.m. Saturday. Salaried associates are paid either monthly or biweekly; however, in some locations the pay frequency may vary. More information regarding hourly and salaried payroll periods is available from your Human Resources Business Partner or on the intranet at:

Getting Paid in the U.S. FAQ

Direct deposit of your paycheck into your bank account is available and encouraged. It is a fast, safe, and dependable way to put your money in the bank and best of all, it is completely free. Your paycheck will be deposited into your bank account automatically every pay period. If interested, please fill out the appropriate form, which is available from your Human Resources Business Partner or through Employee Self-Service at:

<https://portal.adp.com/public/index.htm>

Payroll deductions

Amazon is legally required to take certain deductions from every associate's compensation, including federal income taxes, state and local income taxes (where applicable), Social Security, and other mandatory withholdings. Associates are required to complete and change, as appropriate, a W-4 form indicating the number of allowances claimed for tax withholding purposes. In some cases

Amazon may be required by law to make other deductions, such as garnishment and child support. The company will also deduct amounts authorized by an associate in accordance with the associate's benefit elections. Finally, at termination of employment, Amazon may also deduct from associates' last paychecks (where permissible) for items owed to the company, including but not limited to corporate credit card debt, negative vacation balance, lost equipment, or money owed to the company. If you have questions regarding payroll deductions, please contact your Human Resources Business Partner.

Overtime pay

Only associates who do not qualify as exempt under federal or state law are eligible for overtime pay. Overtime must be approved in advance and will be paid at the rate of one and one-half times the associate's regular hourly rate of pay for all hours worked in excess of 40 hours during a workweek. Vacation, personal/sick, holiday, or other paid time off hours are not considered "hours worked" in the calculation of overtime pay.

Travel time pay

From time to time, employees may be required to travel for work purposes. Non-exempt employees who are required to travel for work purposes are eligible for paid travel time in certain circumstances, consistent with applicable state and federal wage and hour laws. Travel time will be paid at the employee's regular hourly rate and will be used in overtime calculations. Non-exempt employees should refer to the [Working Hours \(Non-Exempt/Hourly\) Policy](#) for detailed information.

Exempt employees are not separately compensated for time spent traveling for business. More information regarding travel time pay is available from your HR Business Partner.

Benefits

Amazon offers a comprehensive benefits package, subject to eligibility requirements. The company reserves the right to alter, amend or terminate the benefits it provides at any time, at the sole discretion of the company, with advance notice. A complete overview of benefits offered can be located on [Benefits - US](#) page.

Eligibility

If you are a regular employee scheduled to work at least 20 hours per week, you are eligible for benefits on the date you were hired. Go to Amazon Benefits to see your Summary Plan Description for detailed benefits eligibility information, as there are a few exceptions to this rule. You can also enroll your eligible dependents for coverage. Eligible dependents include: spouse, domestic partner (opposite or same sex), your child/children or domestic partner children up to age 26, and your disabled child/children age 26 or older.

Holidays

Information about Amazon holidays is found [here](#). All U.S. employees can review each individual holiday policy on the U.S. Employment Policies & Guidelines page on Inside Amazon, [here](#).

Please contact the Employee Resource Center (ERC) if you have questions.

Additional paid time off

Vacation

Amazon believes that associates should earn and take vacation on a regular basis for their personal well-being and continued high performance. Depending on the employee classification, associates working 20 or more hours per week may be eligible to accrue vacation during each pay period. Accrued vacation may be carried over from year to year up to 160 hours. There may be some limited exceptions for subsidiaries with legacy policies. Managers must approve vacations in advance.

For Non FC/CS employees working in California, and all A100 and Goodreads employees, please refer to the [CA PTO policy](#). Employees working at Fulfillment Centers or in Call Center Operations are excluded from CA PTO.

Paid personal time off

Depending on the employee classification, Amazon may provide associates who are expected to work more than 20 hours per week with paid personal time (PPT), to be used in the event of illness or other personal business. These associates would accrue PPT during each pay period, up to a maximum. The maximum amount is equal to the annual accrual corresponding to the associate's scheduled work hours. Accrued PPT may not be carried over from year to year. Associates will lose their remaining PPT hours on December 31. PPT may carry over pursuant to state or local law.

Some policies that apply only to Operations, FC or CS sites also exist. Check with your local HR team for other site-specific policies and processes or if you have any questions about any policies at Amazon.

For Non FC/CS employees working in California, and all A100 and Goodreads employees, please refer to the [CA PTO policy](#). Employees working at Fulfillment Centers or in Call Center Operations are excluded from CA PTO.

You can review your time off balances by accessing ADP at [mypay.amazon.com](#) when on the Amazon network or [portal.adp.com](#) from any computer outside of the network.

Bereavement time off

Amazon provides associates up to three days of paid time off to attend a funeral or grieve if an associate suffers a death of an immediate family member. Immediate family members include your spouse, domestic partner, children (including step and foster children), parents (including step and foster parents), parents-in-law, grandparents, brothers and sisters (including step siblings), or special circumstances outside these relationships.

Oregon law grants up to two weeks of unpaid bereavement leave upon the death of certain family members, including "in law" relationships or the equivalent in same-sex relationships or the equivalent in same-sex domestic partnerships. Oregon employees may contact the Employee Resource Center (1-888-892-7180) to discuss whether they are eligible for leave under this law.

[Click here for more information about bereavement time off.](#)

Bereavement Policy

Jury and witness duty time off

Amazon provides up to ten (10) additional days of paid time off to associates if they are required to serve on a jury or are subpoenaed as a witness in a civil or criminal court case if they provide advance notice of their scheduled appearance date and a copy of the summons to serve as a witness or juror. Any paid time off provided under this policy is in addition to the paid time off regularly accrued by eligible employees.

Sick and safe time required notices

City of Saint Paul Earned Sick and Safe Time Ordinance (ESST). This ordinance requires employers to provide employees working in Saint Paul with paid leave that can be used for sick time (an employee or family member's medical or mental condition or preventive care) and safe time (reasons related to domestic violence, sexual assault, stalking, school closures due to inclement weather or public safety issues, for an employee or an employee's family member). Employers must grant at least 1 hour of sick/safe time per 30 hours worked in Saint Paul. Employees can accrue up to 48 hours per year and save unused time and carry over up to 80 unused hour per year. Accrual must begin on the 1st day of employment, and employees may start using sick/safe time after 90 days of employment. Employees must work 80 hours in Saint Paul to be eligible. Amazon may require an employee to provide written certification from a health care provider if use of sick/safe leave will exceed three days. Retaliation against employees for exercising any sick/safe leave rights is illegal. An employee who believes any of these rights have been violated may file a complaint in court and/or with the City of Saint Paul Department of Human Rights and Equal Economic Opportunity Labor Standards Unit. Contact options: 651-266-8900 | laborstandards@stpaul.gov | www.stpaul.gov/esst | 15 W. Kellogg Blvd, Suite 280, Saint Paul, MN 55102.

City of Minneapolis Sick and Safe Time Ordinance. This ordinance requires employers to provide employees working in Minneapolis with paid leave that can be used for (a) a medical or mental health condition; (b) to seek services for domestic abuse, sexual assault, or stalking; (c) close of an employee's place of business for public health reasons; (d) needs related to health, mental health, or physical safety of a child, spouse, domestic partner, parent, grandparent, or member of household; (e) unexpected closure of a family member's school or place of care, including for inclement weather. Employers may require advance notice as soon as practicable (but not more than 7 days), and reasonable explanation of need. Upon request, the employer must provide information stating the employee's then-current amount of accrued sick and safe time and used sick and safe time. An employee who believes any of these rights have been violated may file a report with the City of Minneapolis Labor Standards Enforcement Division. Contact options: 350 S. Fifth St., Rm. 239, Minneapolis, MN 55415 | Call 311 | www.minneapolismn.gov/sicktimeinfo.

City of Philadelphia: Employees who work at least 40 hours a year in Philadelphia are eligible to receive 1 hour time of paid for every 40 hours worked to use for their own health needs, to care for certain family members, or for time off due to domestic abuse or sexual assault. If an employee believes he or she has not been not been afforded these rights, the employee may file a complaint with the City of Philadelphia's Sick Leave Agency at paidicksickleave@phila.gov.

[Click here for a complete overview of all paid time off policies: Paid Time Off Policies](#)

Leaves of absence

Amazon recognizes that situations will arise that may require associates to take time off work for personal, medical, and family reasons. The Company offers a variety of leaves of absence options, summarized below. An eligible employee must work with Disability and Leave Services (DLS) in order to notify the Company of their need for an approved Leave of Absence and complete an application for LOA. An overview of all the leave of absence policies, a copy of each entire policy, and complete information about how each type of leave impacts your benefits and compensation, is available from your Human Resources representative, the Employee Resource Center or on the intranet at: [Leave of Absence Policies](#)

Benefits during a leave of absence

Medical benefits coverage will typically remain in effect during the first 12 weeks of leave, with the employee responsible for the employee's share of the medical benefits coverage premium. In some cases, an employee may be required to pay the full medical benefits coverage premium or obtain coverage through Cobra, depending on the type and duration of leave. Certain types of leave may also impact other benefits, though in typical cases benefits will remain the same for the first 12 weeks of leave. The [Benefits during Leave Guide \(BDLG\)](#) and each leave policy provides information about how each type of leave impacts employee benefits.

Family and Medical (FMLA) Leave and Similar State Laws

Eligible associates may qualify for a leave of absence under the federal Family and Medical Leave Act (FMLA) or other applicable state/local leave laws. FMLA provides eligible employee with up to 12 weeks of unpaid, job-protected leave in a 12-month period to bond with a new child, to recover from their own serious health condition, to care for certain family members with a serious health condition, or to address exigencies that arise when a covered family member is called to active military duty. Eligible employees who have a family member recovering from an illness or injury sustained in the line of duty may be eligible for up to 26 weeks of FMLA. Some states have their own leave laws with greater leave entitlements and different eligibility requirements. Some state laws even provide some pay during a protected leave. Employees should contact the DLS team to notify the Company of the need for a leave of absence, and for information about eligibility for FMLA or state leave laws.

You may review the FMLA policy (which includes detailed information about FMLA leave eligibility and FMLA leave rights and responsibilities) and information about state family and medical leave laws from these links: [Leave of Absence Policies](#)

Other medical leave

If you are unable to work due to your own medical condition and you are not eligible for or have exhausted your leave under FMLA or other applicable state law, you may be eligible for leave under Amazon's Medical Leave of Absence (Medical LOA Policy). Employees not eligible under the FMLA, state law equivalent, or other Medical Leave Policy may have other options for time off work. Contact DLS for more information.

Personal leave

Generally, when an employee needs time off, they are expected to use any accrued paid personal time (PPT), vacation, or paid time off (PTO) as applicable and if available, and/or leave of absence options provided by law or company policy. If an employee wants extended time off for personal reasons that cannot be covered by any of those options, the employee may request time off under Amazon's Personal Leave of Absence (PLOA) policy. PLOA must be approved by DLS and may also require approval of the employee's manager and/or HR Business Partner (or equivalent). At its discretion, the DLS team or HR may see additional approval or request additional information and/or documentation about the need for PLOA. PLOA is granted or denied at the company's sole discretion. PLOA is not job-protected and there is no guarantee an employee will be reinstated to their former position, or any position, following PLOA.

Military leave

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or applicable state military leave laws, Amazon provides Military Leave of Absence (Military LOA) to eligible employees who need time away from work for U.S. military service, training, and examinations to determine the employee's fitness for military service in the regular Armed Forces, the Armed Forces Reserves, the National Guard, the Commissioned Corps of the Public Health Service, or state-specific military service. Click on this link for more information: [Military Leave Policy](#).

Pregnancy-related leave and parental leave

Benefit-eligible employees may be eligible for Pre-Partum and Post-Partum Leave of absence for disability related to pregnancy and/or recovery from childbirth. In addition, certain classes of employees who have completed one continuous year of employment are eligible for up to six weeks of paid Parental Leave following birth or adoption of a child. Click on these links for more information: [Leave of Absence Policies](#)

Company personnel policies

This section details some important company policies that concern your employment at Amazon. These policies help to define and clarify the company's expectation of you, and they help associates know what to expect from the company. If you have any questions about the policies presented in this handbook or about other employment policies, please feel free to contact the Human Resources department.

Flexible work arrangements

In considering any request for an alternative work arrangement that is not related to a disability or medical condition, the company must balance the need to achieve business priorities and objectives with an associate's need to balance personal responsibilities and work demands. In general, an alternative work arrangement is a privilege that may be granted under appropriate circumstances to associates in good standing and whose job responsibilities are suited to such an arrangement.

Amazon will evaluate requests for alternative work arrangements on a case-by-case basis and retains discretion to change or discontinue such arrangements at any time. If approved, an associate's compensation, benefits, and other stock-based awards may be affected.

Types of flexible work arrangements

Amazon's Flexible work Arrangements Policy allows associates to request alternative work arrangements based on personal reasons not covered by Amazon's leave and accommodation policies. For alternative work arrangement requests related to a medical condition, family member's medical condition, or other reason that may be covered by Amazon's policies on leave of absence or accommodation, see above section on leaves and accommodation, or contact the Disability and Leave Services (DLS) team by calling 888-892-7180 and choosing option 1.

The following are types of alternative work arrangements that Amazon may consider for an associate. Except for Part-Time Work Arrangements, these alternative work arrangements do not change the associates' job expectations or the amount of time an associate is expected to contribute to his or her work for Amazon. Associates on any alternative work arrangement may still be required to work additional hours and work during scheduled time off as necessary to meet business objectives.

- **Flextime:** An arrangement that permits managers and associates to agree to starting and quitting times within guidelines established by department management. Regardless of the associate's flextime schedule, the associate must be present during department designated "core" hours. An example of such an arrangement would be when an associate regularly works 6 a.m.-3:30 p.m.
- **Compressed workweek:** An arrangement that allows associates to compress their regular working hours into fewer work days by working longer days for part of the workweek, in exchange for shorter days and/or days off each workweek.
- **Telecommuting:** An arrangement that allows an associate to work from home or an alternate work site, for all or part of the scheduled workweek, through a formal written agreement with their manager. See Amazon's Telecommuting policy for more information.
- **Part-Time Work Arrangement:** An arrangement that allows an associate to voluntarily work less than a full-time schedule. See Amazon's Part-time Work Arrangements policy for more information.

The company may determine that some positions, departments, or sites may not be eligible to participate in alternative work arrangements unless it involves a reasonable accommodation of a disability or work-related injury or illness. For instance, alternative work arrangements are generally not available for positions in fulfillment or customer service centers unless required by law related to leave or accommodation. Check with your Human Resources representative to determine if any alternative work arrangements are available for your position, department, or site.

Because telecommuting and part-time work arrangements typically involve more logistical planning and consideration, each of these alternative work arrangements are described in greater detail in their own policy statement at the links set out above. Flextime and compressed workweeks are described more fully in the Alternative Work Arrangement Policy, which is available from your Human Resources representative or at this link: [Flexible Work Policy](#)

Code of business conduct and ethics

In performing their job duties, Amazon employees should always act lawfully, ethically, and in the best interests of Amazon. To help employees understand and apply these principles, Amazon has developed the *Code of Business Conduct and Ethics* (the "Code of Conduct") which sets out basic guiding principles for all employees. All employees are expected to review the Code of Conduct and comply with its provisions.

Employees who a) have a question about the application of the Code of Conduct; b) believe that a violation of the Code of Conduct has or is about to occur; or c) are in doubt about how to properly act in a particular situation should promptly discuss the issue with their manager, anyone in their management chain or the Legal Department at (206) 266-1742. Employees may also raise questions or report suspected violations through the Amazon Ethics Line. Calls to the Ethics Line are answered by an independent third party and may be anonymous upon request. To access up-to-date phone numbers for the Amazon Ethics Line, go to <http://amazon.ethicspoint.com>.

More information, including the entire Code of Business Conduct and Ethics, is available from your Human Resources representative and at the following links on the intranet:

- [Code of Business Conduct and Ethics](#)
- [Code of Conduct Frequently Asked Questions](#)
- [Gift Reporting Guidelines](#)
- [Gift Reporting Form](#)

Confidential information

In a highly competitive industry such as ours, everything of a confidential nature must be protected. Such confidential information or data is not to be discussed within the company or outside, except as the normal course of business makes necessary. Information about new products and services, transactions, financial data, ordering and shipping techniques, volume of shipments, lists of associates, customers, or suppliers, or any other proprietary information acquired through your employment with Amazon is critical to the business and should be kept strictly confidential. The complete Confidential Information Guidelines and Policy is available from your Human Resources representative or on the intranet at: [Confidential Information and NDA Guidelines Policy](#)

As a condition of your employment, you are required to sign a Confidentiality, Non-Competition, and Invention Assignment Agreement on or before your first day of employment. If, for some reason, you have not yet signed this agreement, please let your Human Resources representative know so that they may provide you with one to sign. This agreement grants Amazon exclusive rights to all proprietary information and inventions developed as a result of your employment with Amazon; requires you to maintain confidentiality of proprietary information; and restricts your ability to engage in competitive activities for 18 months after you discontinue employment with Amazon.

In some circumstances, the disclosure of employee information can create security or competitive risks. For these reasons, confidential employee information must be maintained with appropriate confidentiality. However, nothing in this policy prohibits non-supervisory employees' communications about their own or their coworkers' wages, hours or working conditions. For more information, see: [Confidential Employee Information FAQ](#)

Cost efficiency

One important factor in our long-term success will be our ability to keep costs low. Accordingly, we have developed guidelines for general spending and for travel and entertainment.

Purchasing and spending authorization

All associates should understand and contribute to the company's philosophy of spending money carefully and wisely. Spending should be done conservatively, with the overall goal of spending money only in order to increase the value to our customers. Associates should plan ahead as much as possible, and purchases should be approved in advance of being made. The complete Purchase and Spending Authorization policy is available from your Human Resources representative or on the intranet at: [Purchase and Spending Authorization Policy](#)

Travel and entertainment

Upon approval, associates will be reimbursed for reasonable travel, entertainment, and other expenses incurred in connection with company business. With manager approval, corporate credit cards may be issued to full-time regular associates strictly for business and travel purposes. Any associate who will travel or entertain for business purposes should review the complete Travel and Entertainment policy, which is available from your Human Resources representative or on the intranet at: [Global Travel Entertainment Policy](#)

Amazon rental vehicle policy

The following is intended for all employees while driving in vehicles rented for use on behalf of Amazon. Renters must adhere to the conditions below and any violation of this policy may result in corrective action, up to and including termination of employment.

- Rental vehicles should be procured through Carlson Wagonlit with one of Amazon's preferred vendors: National/Enterprise or Avis.
- When operating a rental vehicle, Amazon employees are expected to behave as a reasonable person would under the same or similar circumstances.
- Vehicle operators must comply with Amazon's Drug & Alcohol Policy and all applicable laws when operating rental vehicles.
- Negligence or improper conduct leading to damage of the rental vehicles is prohibited. All vehicles must be maintained in accordance with the rental agencies' requirements.
- Any vehicle accident/injury must be reported immediately to Corporate Risk Management regardless of severity.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, is prohibited.
- Drivers must be approved Amazonian business renters. Drivers are responsible for ensuring that all passengers act in accordance with this Rental Vehicle Policy for Amazon business or personal use.

Please reference the following inside pages to understand Amazon's rental car and corporate travel policies.

- [Rental Car](#)

- [Corporate Travel Policy](#)

Drug and alcohol use - drug free workplace

Being under the influence of alcohol while at work or while engaged in work-related activities is prohibited. Alcohol may be served on company premises or at work-related events only when authorized by management. On such occasions, associates are expected to act responsibly, drink alcohol only in reasonable quantities, and make plans to avoid driving after drinking alcohol. The use, manufacture, distribution, dispensation, or possession of illegal drugs or inappropriate use of prescription drugs in the workplace, while at work, or engaged in work-related activities is also prohibited. Violation of this policy may lead to discipline, up to and including termination. Some departments, organizations, or sites may establish more detailed drug and alcohol policies, including policies pre-employment or other drug and alcohol testing. Some departments, organizations, or sites may prohibit alcohol at all company functions. Check with your Human Resources representative for local drug and alcohol policies. Amazon's Employee Assistance Program (EAP) can provide resources to help employees who are facing issues with alcohol and drug use addiction. Contact EAP at 1-855-435-4333.

Employees with disabilities

Amazon complies with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment based on a person's physical, mental or sensory disability. Amazon does not discriminate against individuals who are disabled, and the Company is actively engaged in providing reasonable accommodations that will allow qualified, disabled individuals to perform the essential functions of their job. A reasonable accommodation is a change in the work environment (or in the way things are usually done) that will effectively help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. A requested accommodation is not effective or reasonable if it would a) eliminate the essential functions of a job; or b) cause a direct threat to health or safety, or leave unresolved an existing threat to health or safety. From time to time, even an effective accommodation cannot be provided if it would cause an undue hardship on the Company's operations. In such cases, the Company will work with an eligible applicant or employee to attempt to identify an alternate accommodation that would be effective and/or that would not pose a direct threat or cause undue hardship. Amazon is committed to engaging in a robust, good faith interactive dialogue to help identify and implement reasonable accommodation; applicants and associates must also engage in this process in good faith, providing required information promptly and keeping an open mind about effective ways they can be reasonably accommodated.

Employees may initiate an accommodation request online or by phone. Please access the link below for contact information, or call the Employee Resource Center (1-888-892-7180). Amazon's Disability and Leave Services (DLS) team will work with you to determine whether a reasonable accommodation is necessary and appropriate. DLS typically requires medical certification to verify the existence of a disability and functional limitations caused by the disability, to identify potential reasonable accommodations, and/or to assess any safety or health risks that may impact your ability to safely perform your job, with or without reasonable accommodation. However, in some cases (such as when a disability and need for the requested accommodation are obvious), Amazon may not require medical certification. [Click here for more information about reasonable accommodation.](#)

- [Leaves and Accommodations](#)

• [Accommodations Policy](#)

Employment and activities outside of Amazon

Some employees wish to engage in outside activities, such as employment outside Amazon, writing books, and writing apps and other software. The Amazon Outside Activity Policy addresses most situations, and a separate policy applies to game development. Certain types of activities (such as serving on a for-profit company's board of directors and activities that present a conflict of interest) are prohibited. Some activities require using a specified process to obtain company approval. Failure to adhere to these policies and related guidelines may be grounds for discipline, up to and including termination of employment. Click on the links below for the applicable policies and FAQs.

- [Amazon Outside Activity Policy](#)
- [Game Development Policy - Games Employees](#)
- [Outside Activity FAQ](#)

Employment of relatives and friends

Although preferential treatment in employment of relatives and friends is not permitted, we do encourage associates to refer qualified applicants for any open positions. To minimize the potential for actual or perceived conflicts, Amazon does prohibit direct or indirect supervisory relationships between relatives, except in unusual circumstances.

Employment references

It is Amazon's general policy to provide other employers and third parties with only the dates of employment and positions held by current and former associates. However, a current or former associate may also request that Amazon provide additional information regarding his or her work performance to other employers and to educational institutions. Any associate who requests additional information beyond dates of employment and positions held must sign an authorization form attached before such information will be provided. The Employment Reference Policy, along with instructions on how to complete an authorization form for additional information, is available on Inside Amazon at: [Employment References](#)

Equal employment opportunity

Amazon firmly believes in equal employment opportunity for all and the importance of each associate as an individual. It is the policy of Amazon that there will be no discrimination against any associate or applicant for employment on the basis of race, religion, creed, color, national origin, citizenship, marital status, sex, age, sexual orientation, gender identity, veteran status, political ideology, ancestry, the presence of any physical, sensory, or mental disabilities, or other legally protected status. This policy pertains to all personnel-related activities, including selection, hiring, benefits, work schedules, promotions, demotions, transfers, recruiting, advertising, reductions-in-force, terminations, and all forms of compensation and training. A strong commitment by each associate is necessary to ensure equal employment opportunity for all.

Any associate who believes that he or she has been discriminated against or has suffered from harassment or retaliation for reporting discrimination or harassment should report it to his or her manager, or to any member of management at Amazon, or to Human Resources. Upon receipt of the complaint, the company will conduct a prompt investigation and will take appropriate corrective action as may be warranted.

Amazon will not tolerate or permit any associate to suffer retaliation of any kind or to suffer any adverse employment action as a result of reporting an unlawful discrimination or harassment claim. Amazon will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees 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.

Health and safety

Amazon places a high value on the health and safety of its associates. As part of its commitment to providing a safe workplace for all associates, Amazon complies with all applicable regulations and has adopted a core safety policy that no task is so important that an associate must violate a safety rule or put themselves at risk of injury or illness in order to get it done. Ensuring a healthy and safe work environment is a responsibility that must be shared equally by each associate. Associates are encouraged to actively participate in identifying ways to maintain a safe and healthy workplace. All managers are responsible for the safety of their associates and are expected to monitor the workplace for unsafe conditions, procedures, or behaviors and take prompt action to eliminate any hazards.

Safety programs and training

Amazon has developed an extensive safety program that is regularly reviewed and improved. During their orientation, associates receive important information about safety procedures as appropriate for their site. Business groups or separate sites may develop and publish safety procedures, guidelines, or rules specific to their operations or site. The safety policy for our fulfillment centers, for instance, is available from your Human Resources representative or on the intranet at [Safety, Health, & Environmental Policies](#)

Where appropriate, Amazon also provides regularly scheduled safety training that provides guidelines on safe work practices to minimize workplace hazards. Associates are expected to be aware and comply with general safety guidelines, as well as the policies and procedures that pertain to each work site, and to use safe equipment, proper protective equipment, and the proper tools that are appropriate for each job.

Reporting accidents and concerns about workplace safety

Associates are responsible to and should immediately report any accidents or unsafe work practices to their immediate manager, Safety manager, Human Resources, or any member of Global Security. In the event of a work-related accident that results in injury or illness, associates must immediately notify their manager, Human Resources, and Global Security. Such reports are necessary to comply with federal and state laws and to initiate insurance and workers' compensation benefits coverage for the associate's medical expenses and lost salary. Associates will be required to complete an "Employee Report of Incident" form and sign a copy of their "Supervisors Incident Investigation Report of Injury" form. These forms are available from your Human Resources representative or on the intranet at: [Accident reports](#)

No retaliation of any kind will be permitted or tolerated against an associate for making a workers' compensation claim or reporting unsafe work practices. If associates believe that they have been retaliated against, they should report this immediately to their manager or to their Human Resources Business Partner.

For more information regarding workplace injuries, including state specifics, please follow the link below: [Workers' Compensation Information](#)

Information security

Our continued success at Amazon is built on our relationships with our customers and partners. Those relationships are built on a foundation of trust. At the core of every security policy and practice is a recognition that we must be purposeful and vigilant to protect that trust. This is a responsibility every Amazon employee shares and our security policies are an important tool to help us all protect that trust.

Amazon associates must abide by these information security policies, guidelines and standards as a condition of being provided access to the company's technology and information assets. The complete list of Information Security Policies and corresponding documents address a wide variety of important, practical issues, including the use of instant messaging and handheld devices, protecting your passwords and the company's network, and other information security issues. You are strongly encouraged to review these policies on the Information Security site at: <https://policy.amazon.com>

- [General Security Questions](#)
- [Policy Specific Questions](#)

Privacy

All email correspondence and other computer files created, stored, or transmitted on the company systems and all traffic generated on the company's network is the property of the company. While we will attempt to respect an associate's privacy, company management may access or monitor files, keystrokes, network traffic, and communication channels as circumstances warrant. Associates are expected to exercise discretion and good judgment and to demonstrate respect for each other's privacy and for company confidential information. Associates should not access any data beyond what they need to get their job done. Access to data other than that in one's own home directory or a shared department directory should be performed only with the explicit permission of the owner of that directory or when instructed by a manager. Similarly, associates should not sign up for any

business-related list whose content is not appropriate for their job. The use of passwords does not create any privacy right for associates with respect to any information sent, received, or stored on Company systems.

Acceptable use

The company provides some associates with computers and computer accounts for work-related purposes to perform job duties and to assist in intra-company communication. A computer account gives you access to the company's computer and email systems, as well as access to the Internet. Associates may only access the company network from centrally-managed (through "SMS" or "cmf") computers that comply with the *Desktop/Laptop Security Policy* (see: https://infocsc.amazon.com/?Compysing_Devices). As a condition of this access, associates are expected to respect the obligations and responsibilities associated with having a company computer account. Associates are also responsible for ensuring that electronic communication is effective, ethical, and lawful. The use of abusive, offensive, or profane language is prohibited. Fraudulent and obscene messages, or harassment of any kind, are also prohibited. Please keep in mind that associates' activity on the Internet reflects on the company.

Protecting data and securing access to the company network

Users are responsible for taking all steps to protect information and secure access to the company network, including the following:

- **Passwords and Accounts**
 - You are responsible for keeping your password private. Don't disclose your passwords to anybody.
 - Don't share your account (e.g., don't allow others use of your account).
- **Email and Sharing**
 - Never forward your email outside of the company (e.g., using a forward setting).
 - Never store any company data on a computer system outside the administrative control of Amazon (e.g., your home computer). Certain applications (including POP email clients, etc.) store data locally and thus must not be used on personal, non-Amazon-issued computers.
- **Computing Devices and Network Access**
 - Any new connection or change to the company network (the data network that connects all our locations) must be approved by both Information Security (<https://sword.amazon.com>) and Network Engineering (network-eng@amazon.com).
 - Never connect an unauthorized modem, wireless card or other network device to any Amazon computer or network.
 - Never download and install unauthorized software (including Java applets and ActiveX controls) on your system. Note: While there is not a single list of authorized software for all users, for the majority of users is recommended to only install software that is approved by IT Support (deskside@amazon.com).
- **Customer Data and Security**
 - Never circulate customer information in electronic form other than by customer or order id. If you escalate a problem, refer to order *XXXXXXXX-XXXXXX* or to customer number *XXXXXX* rather than to the purchase of "item" by customer "CustomerName."

- Always report unusual patterns in systems or network performance immediately (either to your department escalation point or to the IT operators at (206) 266-2167).
- Always report a suspected security compromise immediately (see https://w.amazon.com/index.php/infosec@report_an_Information_Security_Incident)

Reporting violations

Violations of the Information Security Policy must always be reported through a secure ticket to Information Security.

Violations should never be discussed with anyone outside Legal and Information Security unless approved by one of them. [Secure Ticket to Information Security](#)

Insider trading

Because Amazon is a public company, we are subject to a number of legal requirements, including a prohibition on insider trading. Federal law prohibits any of the company's employees, directors, or consultant's associates, directors, or consultants from trading in Amazon securities based on material, nonpublic information. This means that if you have material information that has not been disclosed to the public by the company, you may not buy, sell, or enter into any other type of transaction involving any Amazon securities, including Amazon common stock. You may not give material nonpublic information to friends or family members or to any other third parties, nor may you advise friends or family members or any other third parties to trade based on material nonpublic information. Certain associates and members of their households are also prohibited from trading in Amazon securities during certain periods each quarter, generally beginning on the first day of the last month of the company's fiscal quarter and ending on the third day following the quarterly earnings announcement. In addition, there may be other periods that associates are prohibited from trading that the company will announce from time to time. Certain associates are also required to pre-clear all transactions involving Amazon securities with the legal department.

In addition to being against our policy, insider trading is against the law. The federal penalties for insider trading include large fines and jail time. Every associate should review and become familiar with Amazon's complete Insider Trading policy, which is available from your Human Resources representative or on the intranet at: [Insider Trading Policy Guidelines](#)

Physical security

Badges and other important information

Associates and other outsourced employees (contractors, vendors, etc.) must wear their ID/access badges in a visible manner at all times on company property and at company events. Visitors must check in with Security or Reception, be issued a visitor badge that should be worn in a visible manner, and be escorted while on company property. If associates see someone on company property without appropriate identification, they should either alert Security or ask the individual to show their identification.

Associates should also safeguard their access cards, codes, keys, passwords, computers, and other valuable property and equipment. Associates should not circumvent ordinary security systems or procedures and should report vulnerabilities to Amazon's security systems. It is the responsibility of

Each Amazon associate to adhere to all physical Security policies, procedures, processes and instructions given by a member of the Security staff in order to safeguard the relationship of trust with customers and employees alike. Other specific expectations regarding security are available from your Human Resources representative or on the Intranet at: <http://globalsecurity.amazon.com/>

You are encouraged to review these and other security policies relevant to your workspace at: <https://policy.amazon.com>

Workplace emergency response

Associates are expected to treat each other, contractors, customers, and visitors with courtesy and professionalism. Amazon will not tolerate violence, threats of violence, or other intentional or reckless conduct by anyone that harms or threatens the safety of associates or others. Any associate who observes or experiences conduct that violates this policy or any situation that has a potential risk of workplace violence, should immediately report it to a manager, Human Resources, Safety manager, or any member of Global Security. Global Security can be contacted 24-hours a day by calling (206) 740-SAFE (7233) or visit the [Business Assurance Center](#) page on Inside Amazon. Emergencies and imminent threats of harm should be reported immediately to the police or other emergency personnel by dialing 911.

The complete Workplace Emergency Response policy is available from your Human Resources representative or on the intranet at: [Workplace Emergency Response](#)

Inspections on company premises

To provide a safe workplace and to protect associate and company property, the company reserves the right to conduct a search of any area on company premises. This includes an associate's office, workspace, or locker. The Company also reserves the right to inspect personal articles carried to or from Company premises. These articles may be accessed by authorized personnel of the Company, who may enter your office, workspace, or locker in order to do so. Typically, the Company will conduct searches on Company premises when it receives a report of or suspects a violation of the Company's Standards of Conduct. However, as permitted by applicable law, the Company reserves the right to inspect for any purpose. The Company also may use various electronic detection devices, such as walk-through or hand-held metal detectors. Refusal to permit the company to conduct the searches identified in this section may lead to disciplinary action, up to and including termination of employment.

Solicitation

The orderly and efficient operation of Amazon's business requires certain restrictions on solicitation of associates and the distribution of materials or information on company property. This includes solicitation via company bulletin boards or email or through other electronic communication media.

The following activities are prohibited:

- Solicitation of any kind by associates on company property during working time;
- Distribution of literature or materials of any type or description (other than as necessary in the course of your job) by associates in working areas at any time; and
- Solicitation of any type on company premises at any time by non-associates.

Examples of prohibited solicitation include the sale, advertising, or marketing of merchandise, products, or services (except as allowed on for-sale@amazon.com alias), soliciting for financial or other contributions, memberships, subscriptions, and signatures on petitions, or distributing advertisements or other commercial materials.

The only exceptions to this policy are communications for company-sponsored activities or benefits, or for company-approved charitable causes, or other specific exceptions formally approved by the company. All communications under these exceptions must also have prior approval of Human Resources. Violation of this policy may result in immediate disciplinary action, up to and including termination of employment.

Anti-sex buying policy

It is against Amazon's policy for any employee or Contingent Worker to engage in any sex buying activities of any kind in Amazon's workplace or in any work-related setting outside of the workplace, such as during business trips, business meetings or business-related social events. It likewise is prohibited to engage in sex buying activities in using any company property, equipment or software (including, without limitation, company credit cards, expense accounts, buildings, parking lots, grounds, computers, storage devices, websites, social media channels, networks, vehicles, and phones). This prohibition applies regardless of whether the activity is legal or tolerated in a particular jurisdiction, foreign or domestic.

Workplace harassment

At Amazon.com, we believe that our associates should be treated with respect and dignity. Therefore, we will not tolerate inappropriate conduct, including discriminatory harassment, of any kind based on race, religion, creed, color, national origin, citizenship, marital status, sex, age, sexual orientation, gender identity, veteran status, political ideology, ancestry, or the presence of any physical, sensory, or mental disabilities, or other legally protected status. [Workplace harassment policy](#)

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, or business-related social events. This policy applies to the conduct of all Amazon.com associates as well as to the conduct by or toward non-employees involved in our business, such as subcontractors, consultants, clients, customers, or vendors. This policy is intended to be consistent with federal and state laws that prohibit discriminatory harassment in the workplace. For associates in California, see the [Amazon Harassment Policy for California Associates](#). For associates in New York State, see the [New York Sexual Harassment Information Sheet](#).

Sexual harassment

One type of harassment prohibited by this policy is sexual harassment. Sexual harassment generally consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is the basis for employment decisions affecting an applicant or associate, or (2) such conduct has the purpose or effect of creating a sexually offensive, hostile, or intimidating work environment that interferes with a person's ability to perform the job.

Examples of sexual harassment include but are not limited to the following:

- requests or demands of sexual favors in exchange for favorable or preferential treatment;
- sexual jokes or use of sexually explicit language;
- unwelcome or unwanted physical contact;
- sexually degrading words used to describe an individual;
- sexual comments injected into business communications;
- the communication of sexually offensive material via electronic mail or voicemail;
- graphic verbal comments about an individual's body;
- physical or verbal abuse of a sexual nature;
- unwelcome sexual flirtations, advances, or propositions;
- downloading, circulating, or displaying in the workplace, sexually suggestive objects or pictures, including such material from the Internet; and
- harassment based on an individual's sex or gender stereotype.

Other harassment

Workplace harassment prohibited under this policy is not limited to sexual harassment. Statements or actions that offend or demean a person based on their race, religion, creed, color, national origin, citizenship, marital status, age, sexual orientation, gender identity, veteran status, political ideology, ancestry, or the presence of any physical, sensory, or mental disabilities are also inappropriate and are strictly prohibited.

Work-related exposure to potentially offensive materials

In many areas of our business, we create, market, and distribute products and programming that is adult themed, sexually explicit, or includes images and speech related to personal characteristics such as race, religion, sexual orientation, gender, gender identity, national origin, disability, and age.

Associates may be exposed to materials that some may consider offensive. While this exposure is often unavoidable in our work environment, harassing conduct directed at someone because of any protected personal characteristic is strictly prohibited. Associates should discuss any concerns about the nature of our business or their work environment with their supervisor, a department manager, or Human Resources.

Consensual relationships

At times, consensual, romantic, and/or sexual relationships between co-workers may occur. When such a relationship is between an associate who has supervisory authority and one who does not, an actual or perceived conflict of interest may exist. Therefore, these situations should be avoided. If such relationships arise, they will be considered carefully by Amazon.com, and appropriate action will be taken. Such action may include a change in the responsibilities of the people involved, re-assignment or transfer of location within the Company, or termination of employment.

If applicable, see the Consensual Relationship Policy for [Fulfillment Center](#) and [Customer Service](#) locations.

Responding to inappropriate conduct or possible incidents of harassment

All associates, regardless of position, are responsible for ensuring that our workplace is free from offensive behavior and harassment. All associates must avoid any conduct that may be perceived as offensive, harassing, or both.

Associates who observe or experience conduct in the workplace that they believe may be inappropriate or harassing by anyone, including supervisors, coworkers, customers, or visitors, may advise the offender that their behavior is unwelcome and request that it stop. In addition, associates who encounter such behavior should report it immediately to their supervisor, to a department manager, or to Human Resources.

It is important that associates feel comfortable reporting such incidents. Therefore, no retaliation of any kind is permitted or tolerated against an associate for reporting a suspected incident of harassment or participating in an investigation or proceeding related to harassment. If associates believe that they have been retaliated against for making a good faith complaint of harassment or discrimination or participating in an investigation or proceeding related to harassment, they should report this immediately to their supervisor, a department manager, or a Human Resources Business Partner. You can find your Human Resources Business Partner in the Contacts Tool.

Amazon.com will promptly investigate any reports of workplace harassment or inappropriate conduct and will enforce appropriate disciplinary action where necessary. To the extent possible, the privacy of the associate, the alleged harasser, and any witnesses will be protected against disclosure, except as needed to conduct the investigation.

Prompt, corrective action will be taken when appropriate. This action may include disciplinary action such as a warning, reprimand, reassignment, temporary suspension with or without pay, or termination of employment, as Amazon.com believes appropriate under the circumstances. False complaints of harassment, discrimination, or retaliation that are not made in good faith may be the subject of similar appropriate disciplinary action.

Appendix - Standards of Conduct

Standards of conduct

The Standards of Conduct are a list of examples of infractions that may result in corrective action, up to and including termination of employment. The Standards of Conduct are only guidelines. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, and the Standards of Conduct is not intended to be all-inclusive or exhaustive. As an at-will employer, Amazon reserves the right in all circumstances to apply any level of corrective action as appropriate, up to and including immediate termination of employment, without prior corrective action or notice for conduct in either category or for conduct not described in the Standards of Conduct. Employment with Amazon is at the mutual consent of Amazon and the associate, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Category 1:

The following work conduct infractions are regarded as extremely serious, and termination of employment may result following one offense:

- Disrespect or rudeness to an Amazon customer
- Theft or inappropriate removal or possession of property

- Assaulting, threatening, intimidating, coercing, or interfering with supervisors or fellow associates
- Making unauthorized statements on behalf of the company to the press or in any public forum (as only the company's authorized spokespersons may make authorized statements)
- Use or possession of dangerous or unauthorized materials such as hazardous chemicals or explosives, or use or possession of firearms, knives, explosive devices of any kind, or weapons of any kind
- Violation of the company's Health and Safety policy including possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or on breaks, or while operating employer-owned or leased vehicles or equipment
- Fighting or threatening violence in the workplace
- Gross misconduct
- Gross negligence
- Sexual or other unlawful or unwelcome harassment
- Making, publishing, or repeating knowingly or maliciously false statements concerning an associate, the company, or its products
- Discriminating against a fellow associate or prospective associate on the basis of race, religion, creed, color, national origin, citizenship, marital status, sex, age, sexual orientation, gender identity^[1], veteran status, political ideology, ancestry, or the presence of any physical, sensory, or mental disabilities or other legally protected status
- Negligence or improper conduct leading to damage of employer-owned, employer-leased, or customer-owned property
- Insubordination or intentional disregard of instructions
- Falsification of personnel or other company documents/records, including employment application
- Unauthorized removal of company documents
- Unauthorized disclosure of business "secrets" or confidential information
- Intentionally making entries on another associate's time card/sheet, or falsely altering a timekeeping document
- Leaving company premises without permission during assigned work hours (unpaid meal periods and paid rest breaks are not "work hours" for purposes of this policy)
- Failure to fully cooperate with company investigations (except for questions regarding labor organizations or protected concerted activity)
- Violation of safety policies, procedures, standards, regulations, or laws
- Creating a hazardous or dangerous situation
- Engaging in any conduct that places the health and safety of any person at risk
- Violation of personnel policies
- Violation of security policies, procedures, processes, or instructions
- Violation of the Anti-Sex Buying Policy

Category 2:

The following work conduct infractions are considered serious and generally result in corrective action:

- Unauthorized absence, excessive absenteeism, or any absence without notice
- Failure to carry out a work assignment in an efficient, responsible, and acceptable manner
- Abusive, vulgar, or harassing language to a supervisor, fellow associate, or vendor
- Failure to adhere to starting time, quitting time, or break time policies, or waiting time

- Unauthorized use, misuse, or abuse of equipment, products, material, or property belonging to other associates, belonging to the company, or in the company's custody
- Leaving a company-assigned work area during scheduled working hours without permission
- Violations of the no-solicitation, no-distribution policy
- Creating or contributing to disorderly or unsanitary conditions
- Failing to report or remedy any unsafe conditions, procedures, or behaviors
- Failure to immediately report an accident/injury, regardless of severity, when it occurs on company property, or while performing company business

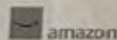
Updated on March 24, 2016 (Leadership Principles)

Related policies

- [Owner's Manual and Guide to Employment - U.S.](#)
- [Owner's Manual and Guide to Employment - U.S. \(Spanish\)](#)

Feedback

Was this article helpful? Yes No



HELP

Employee Resource Center

Please contact the Employee Resources Center (ERC) to get HR help with policy or any employment related questions or use our [self-service resources](#).

Phone: +1-888-822-7180 (toll-free)

Code of Conduct Reporting

Amazon employees should always act lawfully, ethically, and in the best interests of Amazon in performing their job duties. To report violations of the Code of Conduct and Ethics, contact [Amazon's Ethics Line](#).

Phone: +1-877-781-2414

Inside Amazon Help

[View Inside Amazon Features](#)

SECURITY QUESTIONS OR ISSUES

Emergencies

Call 911 or your local emergency number

Business Assurance Center

Please contact the Business Assurance Center (BAC) to report security, safety and business continuity issues for all Corporate sites, as well as all business traveler safety related events regardless of location.

Phone: +1 (206) 740-SAFE (7235)

Toll Free: +1 (800) 929-1896

Email: BA@amazon.com

Global Security Operations Center (GSOC)

Please contact the Global Security Operations Center (GSOC) to report security, safety or business continuity issues for Operations Sites-Fulfillment Centers (FCs) and Customer Service Centers (CS).

Phone: (206) 266-6066x6066

Toll Free: +1 (877) 426-2956

Email: GSOC@amazon.com

Amazon Web Service Security Operations Center (AWS SOC)

Please contact the Amazon Web Services (AWS) Security Operations Center (AWS SOC) to report security issues for all AWS data centre locations.

Phone: +1 (206) 740-4812

Email: awssec@amazon.com or aws-soc@amazon.com

Page last updated Amazon.com Confidential

From: [Gayle, Linette G.](#)
To: sgold352002@icloud.com
Cc: [Mickley, John](#)
Subject: Unfair Labor Practice Charge filed in Region 29
Date: Monday, August 16, 2021 9:58:00 AM
Attachments: [DCK.29-CA-281358.Letter to Charging Party.pdf](#)

Good morning,

Attached please find a charge that was filed in our Region, and a letter explaining the charge and our procedures. We will mail this charge and letter to you as soon as possible. Any concerns, please contact the Agent in the Cc'd area. Thank You.



UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD

REGION 29
Two Metro Tech Center
Suite 5100
Brooklyn, NY 11201-3838

Agency Website: www.nlr.gov
Telephone: (718)330-7713
Fax: (718)330-7579



Download
NLRB
Mobile App

August 16, 2021

(b) (6), (b) (7)(C)

Re: Amazon.com Services, LLC
Case 29-CA-281358

Dear (b) (6), (b) (7)(C):

The charge that you filed in this case on August 13, 2021 has been docketed as case number 29-CA-281358. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

Investigator: This charge is being investigated by Attorney JOHN B. MICKLEY whose telephone number is (718)765-6211. If this Board agent is not available, you may contact Supervisory Attorney TARA O'ROURKE whose telephone number is (718)765-6213.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing *Form NLRB-4701, Notice of Appearance*. This form is available on our website, www.nlr.gov, or from an NLRB office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

Presentation of Your Evidence: As the party who filed the charge in this case, it is your responsibility to meet with the Board agent to provide a sworn affidavit, or provide other witnesses to provide sworn affidavits, and to provide relevant documents within your possession. Because we seek to resolve labor disputes promptly, you should be ready to promptly present your affidavit(s) and other evidence. If you have not yet scheduled a date and time for the Board agent to take your affidavit, please contact the Board agent to schedule the affidavit(s). If you fail to cooperate in promptly presenting your evidence, your charge may be dismissed without investigation.

Preservation of all Potential Evidence: Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to

take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

Prohibition on Recording Affidavit Interviews: It is the policy of the General Counsel to prohibit affiants from recording the interview conducted by Board agents when subscribing Agency affidavits. Such recordings may impede the Agency's ability to safeguard the confidentiality of the affidavit itself, protect the privacy of the affiant and potentially compromise the integrity of the Region's investigation.

Correspondence: All documents submitted to the Region regarding your case MUST be filed through the Agency's website, www.nlrb.gov. This includes all formal pleadings, briefs, as well as affidavits, documentary evidence, and position statements. The Agency requests all evidence submitted electronically to be in the form it is normally used and maintained in the course of business (i.e., native format). Where evidence submitted electronically is not in native format, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

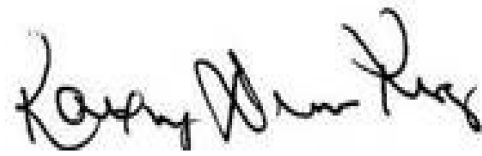
If you have questions about the submission of evidence or expect to deliver a large quantity of electronic records, please promptly contact the Board agent investigating the charge. If you cannot e-file your documents, you must provide a statement explaining why you do not have access to the means for filing electronically or why filing electronically would impose an undue burden.

In addition, this Region will be issuing case-related correspondence and documents, including complaints, compliance specifications, dismissal letters, deferral letters, and withdrawal letters, electronically to the email address you provide. Please ensure that you receive important case-related correspondence, please ensure that the Board Agent assigned to your case has your preferred email address. These steps will ensure that you receive correspondence faster and at a significantly lower cost to the taxpayer. If there is some reason you are unable to receive correspondence via email, please contact the agent assigned to your case to discuss the circumstances that prevent you from using email.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website, www.nlrb.gov or from an NLRB office upon your request. *NLRB Form 4541, Investigative Procedures* offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kathy Drew-King". The signature is written in a cursive, flowing style.

KATHY DREW-KING
Regional Director

cc: Seth Goldstein, Senior Business
Representative
217 Hadleigh Drive
Cherry Hill, NJ 08003

FORM NLRB-501
(3-21)UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
CHARGE AGAINST EMPLOYER

DO NOT WRITE IN THIS SPACE

Case	Date Filed
29-CA-281358	8/13/2021

INSTRUCTIONS:

File an original with NLRB Regional Director for the region in which the alleged unfair labor practice occurred or is occurring.

1. EMPLOYER AGAINST WHOM CHARGE IS BROUGHT	
a. Name of Employer Amazon.com Services, LLC	b. Tel. No. (855) 579-1766
	c. Cell No.
	f. Fax No.
d. Address (Street, city, state, and ZIP code) 546 Gulf Avenue Staten Island, NY 10314	e. Employer Representative Felipe Santos General Manager
	g. e-mail
	h. Number of workers employed 5600
i. Type of Establishment (factory, mine, wholesaler, etc.) Distributor	j. Identify principal product or service Various products and services
The above-named employer has engaged in and is engaging in unfair labor practices within the meaning of section 8(a), subsections (1) and (list subsections) of the National Labor Relations Act, and these unfair labor practices are practices affecting commerce within the meaning of the Act, or these unfair labor practices are practices affecting commerce within the meaning of the Act and the Postal Reorganization Act.	
2. Basis of the Charge (set forth a clear and concise statement of the facts constituting the alleged unfair labor practices) Within the previous six-months, on or about (b) (6), (b) (7)(C) 2021, the employer has interfered with, restrained, and coerced its employees in the exercise of rights protected by Section 7 of the Act by denying (b) (6), (b) (7)(C), an employee, representation during an disciplinary investigation.	
3. Full name of party filing charge (if labor organization, give full name, including local name and number) (b) (6), (b) (7)(C)	
4a. Address (Street and number, city, state, and ZIP code) (b) (6), (b) (7)(C)	4b. Tel. No. (b) (6), (b) (7)(C)
	4c. Cell No. (b) (6), (b) (7)(C)
	4d. Fax No.
	4e. e-mail
5. Full name of national or international labor organization of which it is an affiliate or constituent unit (to be filled in when charge is filed by a labor organization)	
6. DECLARATION	
I declare that I have read the above charge and that the statements are true to the best of my knowledge and belief	
 (signature of representative or person making charge)	Seth Goldstein, Esq. (Print/type name and title or office, if any)
217 Hadleigh Drive, Cherry Hill, NJ. 08003 Address	Date August 20, 2021
	Tel. No. (646) 460-1309
	Office, if any, Cell No. (646) 460-1309
	Fax No.
	e-mail sgold352002@icloud.com

WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001)
PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing unfair labor practice and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary; however, failure to supply the information may cause the NLRB to decline to invoke its processes.

From: [Cabrera, Emily](#)
To: [REDACTED]
Subject: Your affidavit
Date: Monday, December 6, 2021 5:44:00 PM
Attachments: [REDACTED] [Police Incident.docx](#)

Hey [REDACTED] -

Here is your affidavit. Please review and let me know if you require any corrections. Please sign and send back to me as soon as possible.

Many thanks
Emily

From: [Frank Kearl](#)
To: [Cabrera, Emily](#)
Subject: Re: (b) (6), (b) (7)(C), (b) (7)(D) Police Incident
Date: Tuesday, December 28, 2021 2:10:20 PM
Attachments: [PHOTO-2021-11-23-15-36-34.jpg](#)
[PHOTO-2021-11-23-15-36-44.jpg](#)

Hi Emily,

I'm happy to help (b) (6), (b) (7) review and sign (b) (6), (b) (7) affidavit, but I don't believe I've gotten a copy of it yet.

I am attaching photos of the two documents that (b) (6), (b) (7) got on the day (b) (6) was arrested, but we're still working on getting additional information from the police/DA. (b) (6), (b) (7) went to the precinct and was told that "all the information was sent to the DA's office," but I have not heard back from my contact there about how to go about getting those documents. (b) (6), (b) (7)(C), (b) (7)(D) confirmed for (b) (6), (b) (7) that (b) (6) was arrested ("if you came in in handcuffs, you were arrested") but said that there was no information about the arrest at the precinct.

Best,
Frank

On Tue, Dec 28, 2021 at 10:35 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Hi Frank.

Hope you had a great holiday. I was just following up on the police incident charge. I need to have (b) (6), (b) (7)(C) affidavit signed and sent back to me. Also, were either (b) (6), (b) (7)(C), (b) (7)(D) able to get copies of the summonses issued to them that day or the next?

Thanks in advance!

Emily

Emily A. Cabrera

National Labor Relations Board

Region 29

2 Metrotech Center, 5th Floor

Brooklyn, NY 1201

O(718)765-6184

C(202)679-2742

--

Frank Kearn, Esq.
Staff Attorney

[Make the Road New York](#)

161 Port Richmond Ave.
Staten Island, NY 10302

t: 718.727.1222 x 3401

c: 929.265.7692

[pronouns: he, him, él](#)

From: [Frank Kearl](#)
To: [Cabrera, Emily](#)
Cc: (b) (6), (b) (7)(C), (b) (7)(D)
Subject: Re: FW: Your affidavit
Date: Monday, January 3, 2022 6:42:02 PM
Attachments: [2022.01.03 \(b\) \(6\), \(b\) \(7\)\(C\), \(b\) \(7\)\(D\) Police Incident Affidavit - signed.pdf](#)

Hi Emily,

Attaching the signed (and slightly edited) affidavit here. I am following up again with my contact at the Richmond County District Attorney's office to see if we can get any of the NYPD documents related to the arrest.

Let me know if you have any questions or need anything else at this time.

Happy New Year,
Frank

On Tue, Dec 28, 2021 at 11:26 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Here you go.

Thanks

Emily

From: Cabrera, Emily
Sent: Monday, December 6, 2021 5:44 PM
To: (b) (6), (b) (7)(C), (b) (7)(D)
Subject: Your affidavit

Hey (b) (6), (b) (7)(C)

Here is your affidavit. Please review and let me know if you require any corrections. Please sign and send back to me as soon as possible.

Many thanks

Emily

--

Frank Kearl, Esq.

Staff Attorney

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c: 929.265.7692

[pronouns: he, him, él](#)

From: [Frank Kearl](#)
To: [Cabrera, Emily](#)
Subject: Re: Amazon 29-CA-286682
Date: Monday, January 24, 2022 5:39:20 PM

Hi Emily,

I have spoken with (b) (6), (b) (7)(C) and can confirm that we would like to withdraw this claim - Amazon 29-CA-286682. We will be refiling a ULP shortly that includes Matrix Global Logistics.

Thank you,
Frank

On Mon, Jan 24, 2022 at 10:50 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

No problem. Please let me know by the end of the day today.

Thanks

Emily

From: Frank Kearl <frank.kearl@maketheroadny.org>
Sent: Monday, January 24, 2022 10:02 AM
To: Cabrera, Emily <Emily.Cabrera@nlrb.gov>
Subject: Re: Amazon 29-CA-286682

Hi Emily,

Sorry for the long delay, I've been having a hard time getting in touch with the JFK8 workers recently. I believe we will be withdrawing this complaint and filing a new complaint today which names Amazon and Matrix both, but I need to get final approval from (b) (6), (b) (7)(C).

Best,

Frank

On Fri, Jan 21, 2022 at 8:26 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Hi Frank-

I checked with my management: at this point in the investigation of the charge, we have already solicited and received evidence and position statements from both sides on the charge and the case just needs to be decided by the RD. (As you are aware, each case has set deadlines for decision- we are at that deadline for this case.)

You have two options: 1) you can withdraw the current charge against Amazon and re-file a new charge against both Amazon and Matrix as its agent, or 2) you can wait for the RD's decision on this current case and if the case is dismissed, you can withdraw and file a new charge with Matrix as an agent and you can present your evidence as to the agency status in the new charge.

I am happy to discuss this further if you'd like. I will be available after about noon today.

Best,

Emily

From: Frank Kearn <frank.kearl@maketheroadny.org>

Sent: Thursday, January 20, 2022 6:09 PM

To: Cabrera, Emily <Emily.Cabrera@nlrb.gov>

Subject: Re: Amazon 29-CA-286682

Hi Emily,

Sorry for my delayed response. We do not intend to withdraw the complaint and are considering amending the complaint to include Matrix Global Logistics as an agent of Amazon. I will follow up tomorrow with some of the reasons why we believe that Matrix was acting on behalf of Amazon when they attempted to break up the ALU organizers.

Best,

Frank

On Thu, Jan 20, 2022 at 10:58 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Hi Frank-

I need to know what you want to do with this case. As I told you, the person who spoke to the police appears to work for Matrix, the landlord. Do you want me to submit what we have to the RD or do you want to withdraw?

Thanks in advance,

Emily

Emily A. Cabrera

National Labor Relations Board

Region 29

2 Metrotech Center, 5th Floor

Brooklyn, NY 1201

O(718)765-6184

C(202)679-2742

--

Frank Kearn, Esq.

Staff Attorney

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t: 718.727.1222 x 3401

c: 929.265.7692

[pronouns: he, him, él](#)

--

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c: 929.265.7692

[pronouns: he, him, él](#)

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: 29-CA-286895
Date: Wednesday, December 15, 2021 9:49:16 PM

Desr Ms. Cabrera, I'm withdrawing 29-CA-286895.

Very truly yours,

Seth Goldstein

From: [Seth Goldstein](#)
To: [Jackson, Matthew](#)
Subject: 29-CA-286898
Date: Wednesday, December 15, 2021 9:51:55 PM

Hi, I'm withdrawing 29-CA-286898.

Very truly yours,

Seth Goldstein

From: [Frank Kearl](#)
To: [Cabrera, Emily](#)
Cc: (b) (6), (b) (7)(C), (b) (7)(D)
Subject: Re: FW: Your affidavit
Date: Monday, January 3, 2022 6:42:02 PM
Attachments: [2022.01.03 \(b\) \(6\), \(b\) \(7\)\(C\), \(b\) \(7\)\(D\) Police Incident Affidavit - signed.pdf](#)

Hi Emily,

Attaching the signed (and slightly edited) affidavit here. I am following up again with my contact at the Richmond County District Attorney's office to see if we can get any of the NYPD documents related to the arrest.

Let me know if you have any questions or need anything else at this time.

Happy New Year,
Frank

On Tue, Dec 28, 2021 at 11:26 AM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Here you go.

Thanks

Emily

From: Cabrera, Emily
Sent: Monday, December 6, 2021 5:44 PM
To: (b) (6), (b) (7)(C), (b) (7)(D)
Subject: Your affidavit

Hey (b) (6), (b) (7)(C)

Here is your affidavit. Please review and let me know if you require any corrections. Please sign and send back to me as soon as possible.

Many thanks

Emily

--

Frank Kearn, Esq.

Staff Attorney

[Make the Road New York](#)

161 Port Richmond Ave.

Staten Island, NY 10302

t: 718.727.1222 x 3401

c: 929.265.7692

[pronouns: he, him, él](#)

From: [Frank Kearl](#)
To: [Cabrera, Emily](#)
Subject: Re: Amazon.com services LLC 29-CA-289893
Date: Monday, March 14, 2022 6:05:11 PM

Hello Emily,

I spoke with (b) (6), (b) (7) and we would like to formally withdraw (b) (6), (b) (7) ULP charge against Amazon.com Services LLC and Matrix Development Group (Case No, 29-CA-289893).

Please let me know if you need anything else from us.

Thank you,
Frank

On Mon, Mar 14, 2022 at 1:35 PM Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

HI Frank-

The RD made a decision on this case. Let me know when you have time to discuss.

Thanks

Emily

Emily A. Cabrera

National Labor Relations Board

Region 29

2 Metrotech Center, 5th Floor

Brooklyn, NY 1201

O(718)765-6184

C(202)679-2742

--

Frank Kearl, Esq.

Staff Attorney

[Make the Road New York](#)

161 Port Richmond Ave.

Staten Island, NY 10302

t: 718.727.1222 x 3401

c: 929.265.7692

[pronouns: he, him, él](#)

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Re: 2 New Charges
Date: Monday, February 7, 2022 11:53:48 AM

Im withdrawing both

On Feb 7, 2022, at 11:37 AM, Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

Seth,

Per our conversation of this morning, these are the new charge numbers:

1. Charge involving (b) (6), (b) (7)(C) 29-CA-290046
2. Charge involving the nationwide posting, 29-CA-290059

Based on our conversations, please let me know what you would like to do with these charges.

Thanks
Emily

Emily A. Cabrera
National Labor Relations Board
Region 29
2 Metrotech Center, 5th Floor
Brooklyn, NY 1201
O(718)765-6184
C(202)679-2742

From: [Hassan, Samiyah G.](#)
To: sgold352002@icloud.com; (b) (6), (b) (7)(C) [@amazonunion.com](mailto:amazonunion.com)
Cc: [Cabrera, Emily](#)
Subject: DCK.29-CA-291182.Letter to Charging Party.pdf
Date: Thursday, February 24, 2022 6:16:00 PM
Attachments: [DCK.29-CA-291182.Letter to Charging Party.pdf](#)
[CHG.29-CA-291182.Amazon Charge-Police Complaint and Arrest of 2 Employees.pdf](#)

Good Afternoon,

Attached is the order rescheduling the above named case.
If you have any questions please contact the Board Agent directly.

Thank you very much,



UNITED STATES GOVERNMENT
NATIONAL LABOR RELATIONS BOARD

REGION 29
Two Metro Tech Center
Suite 5100
Brooklyn, NY 11201-3838

Agency Website: www.nlr.gov
Telephone: (718)330-7713
Fax: (718)330-7579



Download
NLRB
Mobile App

February 24, 2022

(b) (6), (b) (7)(C)

Amazon Labor Union

(b) (6), (b) (7)(C)

Re: Amazon.com Services
Case 29-CA-291182

Dear (b) (6), (b) (7)(C):

The charge that you filed in this case on February 24, 2022 has been docketed as case number 29-CA-291182. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

Investigator: This charge is being investigated by Field Attorney EMILY CABRERA whose telephone number is (718)765-6184. If this Board agent is not available, you may contact Supervisory Attorney TARA O'ROURKE whose telephone number is (718)765-6213.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing *Form NLRB-4701, Notice of Appearance*. This form is available on our website, www.nlr.gov, or from an NLRB office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

Presentation of Your Evidence: As the party who filed the charge in this case, it is your responsibility to meet with the Board agent to provide a sworn affidavit, or provide other witnesses to provide sworn affidavits, and to provide relevant documents within your possession. Because we seek to resolve labor disputes promptly, you should be ready to promptly present your affidavit(s) and other evidence. If you have not yet scheduled a date and time for the Board agent to take your affidavit, please contact the Board agent to schedule the affidavit(s). If you fail to cooperate in promptly presenting your evidence, your charge may be dismissed without investigation.

Preservation of all Potential Evidence: Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

Prohibition on Recording Affidavit Interviews: It is the policy of the General Counsel to prohibit affiants from recording the interview conducted by Board agents when subscribing Agency affidavits. Such recordings may impede the Agency's ability to safeguard the confidentiality of the affidavit itself, protect the privacy of the affiant and potentially compromise the integrity of the Region's investigation.

Correspondence: All documents submitted to the Region regarding your case MUST be filed through the Agency's website, www.nlr.gov. This includes all formal pleadings, briefs, as well as affidavits, documentary evidence, and position statements. The Agency requests all evidence submitted electronically to be in the form it is normally used and maintained in the course of business (i.e., native format). Where evidence submitted electronically is not in native format, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

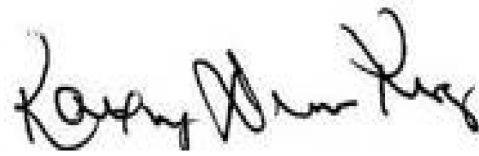
If you have questions about the submission of evidence or expect to deliver a large quantity of electronic records, please promptly contact the Board agent investigating the charge. If you cannot e-file your documents, you must provide a statement explaining why you do not have access to the means for filing electronically or why filing electronically would impose an undue burden.

In addition, this Region will be issuing case-related correspondence and documents, including complaints, compliance specifications, dismissal letters, deferral letters, and withdrawal letters, electronically to the email address you provide. Please ensure that you receive important case-related correspondence, please ensure that the Board Agent assigned to your case has your preferred email address. These steps will ensure that you receive correspondence faster and at a significantly lower cost to the taxpayer. If there is some reason you are unable to receive correspondence via email, please contact the agent assigned to your case to discuss the circumstances that prevent you from using email.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website, www.nlr.gov or from an NLRB office upon your request. *NLRB Form 4541, Investigative Procedures* offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kathy Drew-King". The signature is written in a cursive, flowing style.

KATHY DREW-KING
Regional Director

cc: Seth Lewis Goldstein, Attorney
Law Offices of Seth Goldstein
217 Hadleigh Drive
Manhattan, NY 10314

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD
CHARGE AGAINST EMPLOYER

DO NOT WRITE IN THIS SPACE	
Case 29-CA-291182	Date Filed 02/24/2022

INSTRUCTIONS:

File an original with NLRB Regional Director for the region in which the alleged unfair labor practice occurred or is occurring.

1. EMPLOYER AGAINST WHOM CHARGE IS BROUGHT

a. Name of Employer Amazon.com Services		b. Tel. No. (855) 579-1766
		c. Cell No.
		f. Fax No.
d. Address (Street, city, state, and ZIP code) 546 Gulf Avenue NY Staten Island 10314	e. Employer Representative Felipe Santos General Manager	g. e-mail
		h. Number of workers employed 6000
i. Type of Establishment (factory, mine, wholesaler, etc.) Others	j. Identify principal product or service Various products and services	

The above-named employer has engaged in and is engaging in unfair labor practices within the meaning of section 8(a), subsections (1) and (list subsections) 3,1 of the National Labor Relations Act, and these unfair labor practices are practices affecting commerce within the meaning of the Act, or these unfair labor practices are practices affecting commerce within the meaning of the Act and the Postal Reorganization Act.

2. Basis of the Charge (set forth a clear and concise statement of the facts constituting the alleged unfair labor practices)

--See additional page--

party filing charge (if labor organization, give full name, including local (b) (6), (b) (7)(C) number)

(b) (6), (b) (7)(C) Amazon Labor Union		4b. Tel. No. (b) (6), (b) (7)(C)
4a. Address (Street and number, city, state, and ZIP code) (b) (6), (b) (7)(C)		4c. Cell No.
		4d. Fax No.
		4e. e-mail (b) (6), (b) (7)(C)

5. Full name of national or international labor organization of which it is an affiliate or constituent unit (to be filled in when charge is filed by a labor organization)
Amazon Labor Union

6. DECLARATION

I declare that I have read the above charge and that the statements are true to the best of my knowledge and belief.

Seth Lewis Goldstein Esq.
Attorney

(signature of representative or person making charge)

(Print/type name and title or office, if any)

217 Hadleigh Drive

Address Manhattan NY 10314

Date 02/24/2022 03:34:58 PM

Tel. No.
(855) 579-1766

Office, if any, Cell No.

Fax No.

e-mail
sgold352002@icloud.com

WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001) PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing unfair labor practice and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary; however, failure to supply the information may cause the NLRB to decline to invoke its processes.

Basis of the Charge

8(a)(3)

Within the previous six months, the Employer disciplined or retaliated against an employee(s) because the employee(s) joined or supported a labor organization and in order to discourage union activities and/or membership.

Name of employee disciplined/retaliated against	Type of discipline/retaliation	Approximate date of discipline/retaliation
(b) (6), (b) (7)(C)	Retaliatory police complaint and arrest.	(b) (6), (b) (7) /2022
(b) (6), (b) (7)(C)	Retaliatory police complaint and arrest	(b) (6), (b) (7) /2022

8(a)(1)

Within the previous six-months, the Employer has interfered with, restrained, and coerced its employees in the exercise of rights protected by Section 7 of the Act by threatening to retaliate against employees if they joined or supported a union.

Name of Employer's Agent/Representative who made the statement	Approximate date
Amazon.com Services LLC	02/23/2022

From: [Cabrera, Emily](#)
To: [\(b\) \(6\), \(b\) \(7\) @amazonlaborunion.org](#)
Subject: Your affidavit
Date: Friday, March 11, 2022 12:27:00 PM
Attachments: [\(b\) \(6\), \(b\) \(7\)\(C\), \(b\) \(7\)\(D\) Write up Aff. Arrest incident. Boots.docx](#)

Here you go [\(b\) \(6\), \(b\) \(7\)\(C\)](#). Call me with any questions.

Thanks
Emily

Emily A. Cabrera
National Labor Relations Board
Region 29
2 Metrotech Center, 5th Floor
Brooklyn, NY 1201
O(718)765-6184
C(202)679-2742

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Re: Amazon Charges
Date: Monday, April 25, 2022 10:58:06 AM

CAUTION: The sender of this message is external to the NLRB network. Please use care when clicking on links and responding with sensitive information. Forward suspicious emails to [nlrbirc@nlrb.gov](mailto:nrbirc@nlrb.gov).

Im am withdrawing 29-CA-291182.

On Apr 25, 2022, at 9:09 AM, Cabrera, Emily <Emily.Cabrera@nlrb.gov> wrote:

29-CA-291182

From: [Cabrera, Emily](#)
To: [\(b\) \(6\), \(b\) \(7\) @amazonlaborunion.org](#)
Subject: Your affidavit
Date: Friday, March 11, 2022 12:27:00 PM
Attachments: [\(b\) \(6\), \(b\) \(7\)\(C\), \(b\) \(7\)\(D\) Write up Aff. Arrest incident. Boots.docx](#)

Here you go [\(b\) \(6\), \(b\) \(7\)\(C\)](#). Call me with any questions.

Thanks
Emily

Emily A. Cabrera
National Labor Relations Board
Region 29
2 Metrotech Center, 5th Floor
Brooklyn, NY 1201
O(718)765-6184
C(202)679-2742

From: [Cabrera, Emily](#)
To: [Seth Goldstein](#)
Subject: Open Cases
Date: Tuesday, March 22, 2022 11:03:00 AM

Seth-

Per our conversation, please find the cases with their case number that we discussed this morning. After the initial investigation, these cases fail to present prima facie claims. Please review these cases and advise as to whether the Union has any additional evidence to support each charge. Also advise whether the Union wishes to withdraw any of these charges.

Case No	Allegation	Issue
29-CA-291182	8(a)(1) violation based on arrest of employees	Investigation, thus far shows that the police were called to remove (b) (6), (b) (7)(C) , not the employees. Employees inserted themselves into the arrest of (b) (6), (b) (7)(C) and were arrested not for union activity but for alleged interference with arrest of (b) (6), (b) (7)(C) .
29-CA-291424	8(3) issuance of write ups to employees; Weingarten violation	So far, investigation shows that employees admit to misconduct and there is no evidence that the discipline was issued in a disparate manner; no Weingarten violation since the Employer stopped the interview when Weingarten rights were invoked.
29-CA-292004	8(3) promulgation of work rule that employees have to purchase work boots; 8(3) issuance of write up to (b) (6), (b) (7)(C)	Investigation revealed that Employer is paying for 100% of work boot cost- no evidence of adverse employment action; Region has no evidence on (b) (6), (b) (7)(C) - it was unclear to (b) (6), (b) (7)(C) as to whether Union wanted to pursue (b) (6), (b) (7)(C) write up
29-CA-292013	8(a)(1) threat to (b) (6), (b) (7)(C)	Investigation revealed that (b) (6), (b) (7)(C) and many others were told to go to different department- (b) (6), (b) (7)(C) was not singled out. (b) (6), (b) (7)(C) refused and was told take voluntary leave if (b) (6) continued to refuse work assignment, not because of (b) (6) union activities.

Emily A. Cabrera
National Labor Relations Board
 Region 29
 2 Metrotech Center, 5th Floor

Brooklyn, NY 1201
O(718)765-6184
C(202)679-2742

From: [Seth Goldstein](#)
To: [Cabrera, Emily](#)
Subject: Withdraws of Charges
Date: Wednesday, March 23, 2022 1:14:31 PM

We are withdrawing 29-CA-292013, 29-CA-292004, and 29-CA-291424. I am requesting a long form decision on 29-CA-291182.

Thanks,

Seth Goldstein