

# EXHIBIT 8

# Employee Relations

## **EQUAL EMPLOYMENT OPPORTUNITY**

As an Affirmative Action Employer, Barnes & Noble hires qualified people to perform the many tasks necessary for the success of our business and is committed to diversity in the workplace. An essential part of this policy is providing equal employment opportunity for all. All employment practices and decisions—including those involving application procedures, recruiting, hiring, placement, job assignment, transfer, promotion, training, compensation, benefits, discipline, leave of absence, layoff, recall, termination and general treatment during employment—will be conducted without regard to age, race, color, ancestry, national origin, citizenship status, military or veteran status, religion, creed, disability, sex, sexual orientation, marital status, medical condition as defined by applicable law, genetic information, gender, gender identity, gender expression, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances, and will comply with all applicable laws.

You can view our Affirmative Action Policy Statement in the HR & Learning section on BN Inside.

## **NO DISCRIMINATION & NO HARASSMENT POLICY**

Barnes & Noble is committed to providing a workplace free of discrimination, harassment, and retaliation. We do not tolerate and we prohibit discrimination, harassment or retaliation of or against our employees, customers, job applicants, contractors, interns, volunteers, vendors, or any third party by any person (including by any employee, supervisor, vendor, customer, or any other third party). We prohibit such discrimination whether based upon age, race, color, ancestry, national origin, citizenship status, military or veteran status, religion, creed, disability, sex, sexual orientation, marital status, medical condition as defined by applicable law, genetic information, gender, gender identity, gender expression, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. This policy applies to all terms and conditions of employment, including those involving application procedures, recruiting, hiring, placement, job assignment, transfer, promotion, training, compensation, benefits, discipline, leave of absence, layoff, recall, termination, and general treatment during employment.

## **DISCRIMINATION DEFINED**

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

## **HARASSMENT DEFINED**

Harassment as defined in this policy is unwelcome conduct which has the effect of creating an intimidating, offensive, or hostile work environment. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful.

## **SEXUAL HARASSMENT DEFINED**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other

verbal, visual, or physical conduct of a sexual nature including harassment of a person of the same gender as the harasser. Examples of conduct that violates this policy include:

- Requests or demands for sexual favors in exchange for favorable treatment
- Actual or threatened retaliation
- Unwelcome sexual advances, sexual gestures, propositions, flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
- Displaying sexually suggestive or derogatory objects, pictures, cartoons, drawings or posters
- Making or using derogatory comments, epithets, slurs or jokes, including sexual comments about a person's body, sexual prowess, sexual deficiencies, and conversations about one's own or another's sexual activities
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; or physical, visual, or verbal conduct directed towards a person due to gender
- All other verbal, visual, or physical conduct of a sexual or otherwise offensive nature where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
  - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

Any harassing or discriminatory conduct, including but not limited to the foregoing examples, will not be tolerated and will result in appropriate disciplinary action up to and including separation.

#### **RETALIATION DEFINED**

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the complaint procedures and/or investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; denying employment benefits and/or treating an individual differently in regards to other terms and conditions of employment because an individual reported harassment, discrimination or retaliation or participated in the complaint procedures and/or investigation process described below.

ALL DISCRIMINATION, HARASSMENT AND RETALIATION IS UNACCEPTABLE IN THE WORKPLACE AND IN ANY WORK-RELATED SETTINGS SUCH AS BUSINESS TRIPS AND BUSINESS-RELATED SOCIAL FUNCTIONS, REGARDLESS OF WHETHER THE CONDUCT IS ENGAGED IN BY ANOTHER EMPLOYEE, SUPERVISOR, VENDOR, CUSTOMER, OR ANY THIRD PARTY.

#### **COMPLAINT PROCEDURES**

A variety of complaint procedures are available to you. If you believe that someone has violated the Equal Employment Opportunity Policy or the No Discrimination & No Harassment Policy, you should promptly report the matter to your manager; or, if you believe a report to your manager would be inappropriate for any reason, you should report such conduct to your District Manager, Regional Vice President, or any member of Human Resources Management. Phone numbers for these individuals can be found in your store's break room or by calling the HR Service Center at (800) 799-5335. In addition, you can make a complaint via We Listen at 877-WELISTN (935-4786) or [welisten@bn.com](mailto:welisten@bn.com).

Reports can be made anonymously, however, recognize that this often makes it difficult to conduct a meaningful investigation.

In addition, every supervisor who learns of another individual's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to their District Manager, Regional Vice President, any member of Human Resources Management, or via We Listen.

If an individual makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should immediately contact the Vice President, Human Resources at (800) 799-5335.

In order to allow the company to prevent harassing, discriminatory, or retaliatory conduct, it is essential that individuals use this complaint procedure and that the company receive information about any instance of such conduct. No individual will suffer retaliation or intimidation as a result of using the internal complaint procedure or for participating in an investigation. Accordingly, every individual should understand that he or she can and should always report any harassing, discriminatory, or retaliatory conduct that they believe violates our policies.

Remember, we cannot remedy claimed discrimination, harassment, or retaliation unless you bring these claims to the attention of management.

### **INVESTIGATION PROCEDURES**

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity Policy. Investigations will be kept confidential to the maximum extent possible under the circumstances, but confidentiality cannot be guaranteed.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. Such conduct may also lead to a personal legal and financial liability for an individual found to have committed it.

## **Accommodations Policy**

Barnes & Noble complies with all federal, state, and local laws concerning the employment of persons with disabilities and those who are pregnant. Furthermore, it is our company policy not to discriminate against

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