

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Marc Benioff and Bret Taylor
Chief Executive Officers
Salesforce Tower
415 Mission Street, 3rd Floor
San Francisco, CA 94105

Dear Mr. Benioff and Mr. Taylor:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 1,000 employees at the height of the pandemic—Salesforce has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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¹⁰ *Id.*

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or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each policy)?
 - b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.

- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
6. Electronic document productions should be prepared according to the following standards:
 - a. The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

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2157 RAYBURN HOUSE OFFICE BUILDING

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December 13, 2021

Warren Buffett
Chairman and Chief Executive Officer
Berkshire Hathaway Inc.
3555 Farnam Street
Omaha, NE 68131

Dear Mr. Buffett:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 13,000 employees at the height of the pandemic—Berkshire Hathaway has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

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decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

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14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

David L. Calhoun
President and Chief Executive Officer
The Boeing Company
100 North Riverside Plaza
Chicago, IL 60606

Dear Mr. Calhoun:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 26,000 employees at the height of the pandemic—Boeing has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

⁹ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

¹⁰ *Id.*

¹¹ *Women and STEM: Harnessing the Great Reevaluation*, MetLife (Oct. 26, 2021) (online at www.metlife.com/about-us/newsroom/2021/october/women-and-stem--harnessing-the-great-reevaluation/).

¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

¹³ *Id.*

¹⁴ *The Cost of Gender Inequality*, Chicago Policy Review (Oct. 22, 2014) (online at <https://chicagopolicyreview.org/2014/10/22/the-cost-of-gender-inequality/>).

or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each policy)?
 - b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.

- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
6. Electronic document productions should be prepared according to the following standards:
 - a. The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
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21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

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3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
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6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
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8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
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Congress of the United States
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SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Michael K. Wirth
Chairman of the Board and Chief Executive Officer
Chevron Corporation
6001 Bollinger Canyon Road
San Ramon, CA 94583

Dear Mr. Wirth:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 4,500 employees at the height of the pandemic—Chevron has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

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decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each policy)?
 - b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.

- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
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8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Darren W. Woods
Chairman and Chief Executive Officer
Exxon Mobil Corporation
5959 Las Colinas Boulevard
Irving, TX 75039

Dear Mr. Woods:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 14,000 employees at the height of the pandemic—ExxonMobil has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

⁶ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Women* (online at <https://data.bls.gov/timeseries/LNS11000002>) (accessed Dec. 8, 2021).

⁷ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Men* (online at <https://data.bls.gov/timeseries/LNS11000001>) (accessed Dec. 8, 2021).

⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

⁹ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

¹⁰ *Id.*

¹¹ *Women and STEM: Harnessing the Great Reevaluation*, MetLife (Oct. 26, 2021) (online at www.metlife.com/about-us/newsroom/2021/october/women-and-stem--harnessing-the-great-reevaluation/).

¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

¹³ *Id.*

¹⁴ *The Cost of Gender Inequality*, Chicago Policy Review (Oct. 22, 2014) (online at <https://chicagopolicyreview.org/2014/10/22/the-cost-of-gender-inequality/>).

or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
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Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

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Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Safra A. Catz
Chief Executive Officer
Oracle Corporation
2300 Oracle Way
Austin, TX 78741

Dear Ms. Catz:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 1,300 employees at the height of the pandemic—Oracle has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

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² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

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¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

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or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

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 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
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- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
6. Electronic document productions should be prepared according to the following standards:
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 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Bob Chapek
Chief Executive Officer
The Walt Disney Company
500 South Buena Vista Street
Burbank, CA 91521

Dear Mr. Chapek:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 32,000 employees at the height of the pandemic—The Walt Disney Company has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

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decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

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Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

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15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
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21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Jane Fraser
Chief Executive Officer
Citigroup Inc.
388 Greenwich Street
New York, NY 10013

Dear Ms. Fraser:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 2,000 employees at the height of the pandemic—Citigroup has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

⁶ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Women* (online at <https://data.bls.gov/timeseries/LNS11000002>) (accessed Dec. 8, 2021).

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⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

⁹ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

¹⁰ *Id.*

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¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

¹³ *Id.*

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or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each policy)?
 - b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.

- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
6. Electronic document productions should be prepared according to the following standards:
 - a. The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
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6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
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Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Doug McMillon
President and Chief Executive Officer
Walmart Inc.
702 SW 8th Street
Bentonville, AR 72716

Dear Mr. McMillon:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 1,240 employees at the height of the pandemic—Walmart has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

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decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

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Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
6. Electronic document productions should be prepared according to the following standards:
 - a. The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Chuck Robbins
Chair and Chief Executive Officer
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134

Dear Mr. Robbins:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 3,500 employees at the height of the pandemic—Cisco has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

⁶ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Women* (online at <https://data.bls.gov/timeseries/LNS11000002>) (accessed Dec. 8, 2021).

⁷ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Men* (online at <https://data.bls.gov/timeseries/LNS11000001>) (accessed Dec. 8, 2021).

⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

⁹ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

¹⁰ *Id.*

¹¹ *Women and STEM: Harnessing the Great Reevaluation*, MetLife (Oct. 26, 2021) (online at www.metlife.com/about-us/newsroom/2021/october/women-and-stem--harnessing-the-great-reevaluation/).

¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

¹³ *Id.*

¹⁴ *The Cost of Gender Inequality*, Chicago Policy Review (Oct. 22, 2014) (online at <https://chicagopolicyreview.org/2014/10/22/the-cost-of-gender-inequality/>).

or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each policy)?
 - b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.

- c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

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6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
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Congress of the United States
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SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

Brian L. Roberts
Chairman and Chief Executive Officer
Comcast Corporation
Comcast Center
1701 JFK Boulevard
Philadelphia, PA 19103

Dear Mr. Roberts:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 3,500 employees at the height of the pandemic—Comcast has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and

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² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization

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⁶ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Women* (online at <https://data.bls.gov/timeseries/LNS11000002>) (accessed Dec. 8, 2021).

⁷ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Men* (online at <https://data.bls.gov/timeseries/LNS11000001>) (accessed Dec. 8, 2021).

⁸ *Women in the Workplace 2021*, McKinsey & Company (Sept. 27, 2021) (online at www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace).

⁹ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

¹⁰ *Id.*

¹¹ *Women and STEM: Harnessing the Great Reevaluation*, MetLife (Oct. 26, 2021) (online at www.metlife.com/about-us/newsroom/2021/october/women-and-stem--harnessing-the-great-reevaluation/).

¹² *Fact Sheet on Lost Jobs, Stalled Progress: The Impact of the 'She-Cession' on Equal Pay*, Institute for Women's Policy Research (Sept. 2021) (online at <https://iwpr.org/iwpr-publications/fact-sheet/lost-jobs-stalled-progress-the-impact-of-the-she-cession-on-equal-pay/>).

¹³ *Id.*

of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

1. Please provide a detailed description of any criteria the company used to determine which employees in the United States were subject to layoffs, furloughs, and/or hour reductions in 2020 and 2021.
 - a. Please provide the total number of employees affected by each instance of layoffs, furloughs, or hour reductions that were conducted in 2020 and 2021.
 - b. Please provide all available demographic information for employees that were affected by layoffs, furloughs, or hour reductions in 2020 and 2021, including but not limited to information concerning the gender identity, race, age, and sexual orientation of the employees affected by layoffs, furloughs, or hour reductions, respectively.
2. Does your company provide sick leave, family leave, and/or caregiving leave to employees in the United States? If so, please provide a detailed description of each policy available to employees, including a description of criteria employees must satisfy to be eligible to take leave (*e.g.*, minimum tenure and documentation that employees must provide to the company), and the maximum amount of leave available to employees annually.
 - a. To the extent leave policies are not consistent across the company, how many employees are subject to each policy, and what is the demographic composition of these employees (including but not limited to the gender identity, race, age, and sexual orientation of any employees subject to each

¹⁴ *The Cost of Gender Inequality*, Chicago Policy Review (Oct. 22, 2014) (online at <https://chicagopolicyreview.org/2014/10/22/the-cost-of-gender-inequality/>).

policy)?

- b. If employee wages or salary are reduced or not paid during periods of leave, please describe the amount of any reduction and the circumstances under which employee salaries and wages are subject to reduction.
 - c. Please provide copies of all leave policies in effect from 2020 to the present.
3. To the extent that your company implemented new policies or benefits since March of 2020 related to leave, remote work/telework, part-time work, excused absences, or childcare, or implemented other significant workplace changes to account for the pandemic, please describe those policies, benefits, or changes. Please also explain how many employees are affected by those policies, benefits, or changes in the United States, and whether these policies are available to all employees or limited to certain categories of employees (e.g., salaried vs. hourly employees).

These requests are consistent with the House of Representatives' authorization of the Select Subcommittee on the Coronavirus Crisis to investigate and study topics including "the economic impact of the coronavirus crisis on individuals, communities, small businesses, health care providers, states, and local government entities" and "any disparate impacts of the coronavirus crisis on different communities and populations and the measures taken to address the disparate impacts."¹⁵

Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

Responding to Oversight Committee Document Requests

1. In complying with this request, produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. Produce all documents that you have a legal right to obtain, that you have a right to copy, or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party.
2. Requested documents, and all documents reasonably related to the requested documents, should not be destroyed, altered, removed, transferred, or otherwise made inaccessible to the Committee.
3. In the event that any entity, organization, or individual denoted in this request is or has been known by any name other than that herein denoted, the request shall be read also to include that alternative identification.
4. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, thumb drive, or secure file transfer) in lieu of paper productions.
5. Documents produced in electronic format should be organized, identified, and indexed electronically.
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 - b. Document numbers in the load file should match document Bates numbers and TIF file names.
 - c. If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - d. All electronic documents produced to the Committee should include the following fields of metadata specific to each document, and no modifications should be made to the original metadata:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH, PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE, SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM, CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE, DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,

INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.

7. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, zip file, box, or folder is produced, each should contain an index describing its contents.
8. Documents produced in response to this request shall be produced together with copies of file labels, dividers, or identifying markers with which they were associated when the request was served.
9. When you produce documents, you should identify the paragraph(s) or request(s) in the Committee's letter to which the documents respond.
10. The fact that any other person or entity also possesses non-identical or identical copies of the same documents shall not be a basis to withhold any information.
11. The pendency of or potential for litigation shall not be a basis to withhold any information.
12. In accordance with 5 U.S.C. § 552(d), the Freedom of Information Act (FOIA) and any statutory exemptions to FOIA shall not be a basis for withholding any information.
13. Pursuant to 5 U.S.C. § 552a(b)(9), the Privacy Act shall not be a basis for withholding information.
14. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
15. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) every privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author, addressee, and any other recipient(s); (e) the relationship of the author and addressee to each other; and (f) the basis for the privilege(s) asserted.
16. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (by date, author, subject, and recipients), and explain the circumstances under which the document ceased to be in your possession, custody, or control.
17. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, produce all documents that would be responsive as if the date or other descriptive detail were correct.

18. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data, or information not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.
19. All documents shall be Bates-stamped sequentially and produced sequentially.
20. Two sets of each production shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2105 of the Rayburn House Office Building.
21. Upon completion of the production, submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control that reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, data, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, communications, electronic mail (email), contracts, cables, notations of any type of conversation, telephone call, meeting or other inter-office or intra-office communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape, or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, mail, releases, electronic

message including email (desktop or mobile device), text message, instant message, MMS or SMS message, message application, or otherwise.

3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information that might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neutral genders.
4. The term “including” shall be construed broadly to mean “including, but not limited to.”
5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.

Congress of the United States
House of Representatives

SELECT SUBCOMMITTEE ON THE CORONAVIRUS CRISIS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

Phone (202) 225-4400

<https://coronavirus.house.gov>

December 13, 2021

John Stankey
Chief Executive Officer
AT&T Inc.
208 S. Akard St.
Dallas, TX 75202

Dear Mr. Stankey:

Women's labor force participation took a significant hit at the outset of the coronavirus pandemic, with 11.5 million women losing their jobs between February and May 2020 as compared to 9 million men.¹ Despite a robust and ongoing economic recovery and increased job openings, many American women remain out of the workforce today.² As one of the 50 largest employers in America—and as a company that reportedly laid off 3,400 employees at the height of the pandemic—AT&T has a critical role to play in ensuring a complete and equitable recovery for American workers.³ I therefore write today to request information regarding your company's workforce and employment actions so that the Select Subcommittee can better understand how the pandemic has impacted gender equity in the workplace, and assess how to ensure a more equitable American workforce in the future.

Because women, and especially women of color, are overrepresented in the lowest-paid roles in our economy, they are exceptionally vulnerable to severe economic distress.⁴ On top of the stresses arising from financial insecurity, unprecedented recent workforce shifts, and the ongoing spread of the coronavirus, women shoulder unique burdens in balancing work and disproportionate responsibilities for child and elder care.⁵ These factors have contributed to a

¹ *In One Year, Coronavirus Pandemic Has Wreaked Havoc on Working Women*, U.S. News (Mar. 8, 2021) (online at www.usnews.com/news/economy/articles/2021-03-08/in-one-year-coronavirus-pandemic-has-wreaked-havoc-on-working-women).

² *Many Women Have Left the Workforce. When Will They Return?*, Associated Press (Nov. 4, 2021) (online at <https://apnews.com/article/coronavirus-pandemic-business-lifestyle-health-careers-075d3b0ab89baffc5e2b9a80e11dcf34>); .

³ *America's Biggest Companies Are Flourishing During the Pandemic and Putting Thousands of People Out of Work*, Washington Post (Dec. 16, 2020) (online at www.washingtonpost.com/graphics/2020/business/50-biggest-companies-coronavirus-layoffs/).

⁴ *Coronavirus Job Losses Are Impacting Everyone, but Women Are Taking a Harder Hit than Men*, CNBC (May 14, 2020) (online at www.cnbc.com/2020/05/14/coronavirus-job-losses-disproportionately-impact-women.html).

⁵ *Pandemic Could Scar a Generation of Working Mothers*, New York Times (June 30, 2020) (online at www.nytimes.com/2020/06/03/business/economy/coronavirus-working-women.html).

decline in the female labor force of 1.5 million workers since the pandemic began.⁶ Over the same time period, the male labor force has declined by 900,000.⁷ Although these numbers have improved markedly in recent months, pandemic- and workplace-related stresses continue to threaten women's success in the workplace. A recent report showed that the number of working women who have considered either downshifting their career or leaving the workforce entirely has increased over the past year, due to factors including lack of flexibility at work and housework and caregiving responsibilities. This report also showed that women were feeling more exhausted, burned out, and under pressure at work as compared to men.⁸ Other research shows that mothers have been at a unique disadvantage, as they have been estimated to spend 15 hours more on education and household tasks than fathers during the pandemic.⁹

The pandemic's devastating and disproportionate impact risks long-term damage to women's earning potential and prospects for promotion.¹⁰ A survey conducted this fall found that nearly half of all women reported that the pandemic had negatively impacted their career path.¹¹ The pandemic has had a negative impact on the earnings of women who have continued to work, as median annual earnings for all women workers (year-round, seasonal, part-time, and full-time workers) fell by 1.2 percent in 2020, while earnings for men were unchanged.¹² This trend may stall our progress toward racial equity, as women of color suffer the most severe wage gaps in America. Last year, median annual earnings for full-time, year-round employment for Hispanic or Latina women were only 57.3% of the earnings of white men, Black women's earnings were 63.9% of white men's, and white women's earnings were 79.4% of white men's.¹³

In addition to direct harm to women and the families that they support, employment gender gaps hold back economic growth by reducing talent pools and causing an underutilization of human capital.¹⁴ In order to monitor the progress of the recovery for American women, Congress requires detailed information on the degree to which large private employers mitigated

⁶ Bureau of Labor Statistics, *Labor Force Statistics from the Current Population Survey – (Seas) Civilian Labor Force Level – Women* (online at <https://data.bls.gov/timeseries/LNS11000002>) (accessed Dec. 8, 2021).

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or contributed to the pandemic's negative impacts on the female workforce, how the availability of flexible workplace policies or benefits may have impacted the female workforce, and what will be the pandemic's effects on women and other vulnerable workers in terms of future employment prospects, promotions, or raises. It is essential that both policymakers and American employers understand how various approaches toward workforce reduction, the implementation of flexible workplace policies, or access to benefits may exacerbate or remediate the pandemic's impact on women, parents, and other vulnerable workers.

To help the Select Subcommittee better understand how workers have fared during the pandemic and what steps major employers have taken to foster a fair and equitable workplace, please complete the enclosed survey according to the instructions provided by January 7, 2022.

In addition to completing the surveys, please respond to the following requests by January 7, 2022:

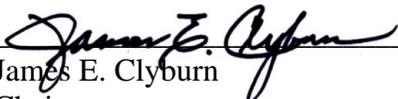
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Please respond to this letter by no later than December 17, 2021, to confirm your company's cooperation. An attachment to this letter provides additional instructions for responding to the Select Subcommittee's request. If you have any questions regarding this request, please contact Select Subcommittee staff at (202) 225-4400.

Sincerely,


James E. Clyburn
Chairman

cc: The Honorable Steve Scalise, Ranking Member

Enclosures

¹⁵ H.Res. 8, sec. 4(f), 117th Cong. (2021); H.Res. 935, 116th Cong. (2020).

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Definitions

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5. The term “Company” means the named legal entity as well as any units, firms, partnerships, associations, corporations, limited liability companies, trusts, subsidiaries, affiliates, divisions, departments, branches, joint ventures, proprietorships, syndicates, or other legal, business or government entities over which the named legal entity exercises control or in which the named entity has any ownership whatsoever.
6. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual’s complete name and title; (b) the individual’s business or personal address and phone number; and (c) any and all known aliases.
7. The term “related to” or “referring or relating to,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is pertinent to that subject in any manner whatsoever.
8. The term “employee” means any past or present agent, borrowed employee, casual employee, consultant, contractor, de facto employee, detailee, fellow, independent contractor, intern, joint adventurer, loaned employee, officer, part-time employee, permanent employee, provisional employee, special government employee, subcontractor, or any other type of service provider.
9. The term “individual” means all natural persons and all persons or entities acting on their behalf.