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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Friday, November 3, 2017 3:13 PM  
**To:** Michael Wolff

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From: =b class="gmail\_sendername">NYT Company Mail <[REDACTED]>

<[REDACTED]>

Date: Fri, Nov 3, 2017 at 8:15 AM

Subject: A Note from Ellen: Taking the Next Step for Our Culture

To:

Dear Colleagues,

Arthur and I recently share a note <<https://insite.nyt.net/2017/10/16/our-values-a-note-from-arthur-and-ellen/>> about the values of The Times with links to resources to use if you experience or witness harassment or any other interaction that contradicts or falls short of those values. The numbers to our confidential Employee Hotline, and links to other resources are at the bottom of this memo.

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Beginning this month and continuing on an ongoing basis, we will introduce online and in-person training for employees at every level to reinforce our standards for civility in our workplace. Civility and appropriate conduct means demonstrating positive behaviors and knowing how to recognize and respond appropriately to unwelcome conduct.

Training will be led by Marci Kraft, vice president and assistant general counsel. Because our commitment to each other is integral to our commitment to The Times, this training will be mandatory for all managers, and will also be made available to everyone. Dates for training will be shared soon.

Together we can ensure that The Times offers a culture of fairness, integrity and respect.

-- Ellen

Talent and Inclusion

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please note

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