

Policy Against Sexual Harassment

California

Robert Half International has a separate policy on sexual harassment in order to identify some of the unique elements of this form of harassment.

The policy of Robert Half International is to provide a working environment that is free of harassment. This includes sexual harassment. Robert Half International will not tolerate sexual harassment against employees and covered persons (i.e., interns, volunteers, candidates, or independent contractors), by coworkers, supervisors, managers, clients or other third-parties. Any violation of this policy will be treated as a disciplinary matter. In order to assure that all employees fully understand what constitutes sexual harassment, this form of prohibited harassment is addressed separately in this policy.

Sexual harassment means any harassment based on someone's sex (including that individual's pregnancy, childbirth, breast feeding, or medical conditions relating to pregnancy, childbirth or breast feeding), sexual orientation, or gender (including that individual's gender identity and gender expression). It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to:

- Unwelcome or offensive touching and other verbal, graphic or physical conduct of a sexual nature, including sexual gestures.
- Offensive remarks, jokes and other verbal, written or graphic commentaries of a sexual nature about an individual's body; sexually degrading words used to describe an individual, or, suggestive or obscene letters, notes, gestures or invitations.
- Physical conduct, including touching, assault or impeding or blocking movements.

Sexual harassment includes incidents outside of the workplace if persons involved include employees, supervisors, candidates, clients or contractors of Robert Half International.

Unwelcome sexual conduct is absolutely prohibited regardless of whether it involves individuals of different sexes or the same sex.

Any employee, candidate, client or contractor who feels that they have been sexually harassed should immediately report the incident to Robert Half International management so that prompt and effective action can be taken. That report may be made to any Robert Half International manager with whom the individual feels comfortable. As an alternative, Robert Half International has set up a special toll-free hotline which employees, candidates, or contractors may use to make initial reports of harassment.

That number is **1-888-875-4901**.

The hotline is not intended to be used for anonymous complaints because Robert Half International cannot effectively deal with anonymous complaints.

All complaints of sexual harassment will be promptly and thoroughly investigated and, if warranted, appropriate corrective action will be taken after the investigation.

Employees, candidates and contractors can be assured that they will not be penalized in any way for reporting harassment. Retaliation in any form against an employee, candidate, or contractor for having filed a complaint is strictly forbidden.

Robert Half provides awareness training to employees on a periodic basis. In addition, employees may refer to the Department of Fair Employment and Housing (DFEH) sexual harassment prevention online training course appropriate for their position. You may also visit <https://www.dfeh.ca.gov/> to access the online training courses.

Additional Information

If an employee, candidate, or contractor believes they have been subjected to any form of discrimination or harassment, they may also file a complaint with the appropriate government agency set forth below.

- California Department of Fair Employment & Housing
(800) 884-1684 / (800) 700-2320 TTY / www.dfeh.ca.gov
- U.S. Equal Employment Opportunity Commission
(800) 669-4000 / (800) 669-6820 TTY