

Policy Against Sexual Harassment

Maryland

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 all impermissible forms of harassment. This includes sexual harassment. Robert Half International will not tolerate sexual harassment of or by any of its employees, candidates, clients, or contractors and will treat any violation of this policy 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 is conduct, which need not be severe or pervasive, that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
- Based on the totality of the circumstances, the conduct unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile.

Sexual harassment includes:

- Sexual advances or requests for sexual favors.
- 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.

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.

- U.S. Equal Employment Opportunity Commission
(800) 669-4000 / (800) 669-6820 TTY