

Policy Against Sexual Harassment

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

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 has a zero-tolerance policy for any form of sexual harassment and will not tolerate sexual harassment of or by any of its applicants, employees, interns, candidates, clients, visitors or contractors. Sexual harassment is considered a form of employee misconduct and appropriate disciplinary action will be taken against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such conduct. 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 a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- 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's employment.

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.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender such as: interfering with an individual's work area or ability to perform his/her job, sabotaging an individual's work and bullying, yelling or calling names.

Sexual harassment includes incidents outside of the workplace if persons involved include employees, supervisors, candidates, clients, visitors or contractors of Robert Half International. It also includes calls, texts, emails and social media usage.

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

To encourage reporting, Robert Half International provides multiple channels for reporting complaints of sexual harassment in addition to the complaint form that can be used. Forms can be obtained from your Robert Half Staffing Professional, Branch or District Administrative Professionals or at www.roberthalf.com/labor-law-posters. Any individual who feels that he or she has been sexually harassed should immediately report the incident to Robert Half International management so that prompt and effective action can be taken. A report can be made to any Robert Half International manager with whom the individual feels comfortable. Robert Half International also maintains a special toll-free hotline that individuals can use to report harassment.

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

All complaints of sexual harassment will be promptly and thoroughly investigated, in a manner respectful of due process for the parties, and, if warranted, appropriate corrective action will be taken after the investigation. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

Individuals who report complaints of sexual harassment will not be penalized in any way for reporting harassment or otherwise be subjected to adverse employment action because they report an incident of sexual harassment, provide information, or otherwise assists in any investigation of a sexual harassment complaint. Retaliation in any form against an individual for having filed a complaint is strictly forbidden. Any employee of Robert Half who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any individual who believes he/she has been subject to such retaliation should inform a supervisor, manager, or Kim Lampo at Corporate Headquarters.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who have engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Legal Remedies

Sexual harassment is not only prohibited by Robert Half International but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Robert Half International, individuals may also choose to pursue legal remedies with the following governmental entities **at any time**.

New York State Division of Human Rights (DHR)

Making a complaint internally to Robert Half International does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is

found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.