

## POLICY AGAINST HARASSMENT

The policy of Robert Half International is that there is no unlawful discrimination or harassment against any employee, candidate, client or contractor based on such individual's membership in a protected group (e.g., age, ancestry, race, national origin, gender, gender identity (including transgender), gender expression, color, military or veteran status, sex, sexual orientation, religious creed, pregnancy, genetic information, marital status, medical condition, mental disability, or physical disability). In keeping with that policy, Robert Half International will not tolerate harassment or discrimination by employees, candidates, or third parties.

In general, harassment is defined as inappropriate, unwelcome or offensive conduct whether verbal, physical or visual where:

- Submission to or rejection of such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples may include but are not limited to:

- Derogatory comments about an individual's membership in a protected group.
- Visual messages that are degrading to or reflect negatively upon a protected group.
- Jokes that have the purpose or effect of stereotyping, demeaning or making fun of any protected group.
- Slurs that describe a protected group.
- Nicknames that relate to a person's membership in any protected group.
- Verbal or non-verbal innuendoes that relate to or reflect negatively upon any protected group.

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

Any employee, candidate, client, or third party who feels that he or she has been subjected to any form of harassment or discrimination must 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 supervisor/manager with whom the employee or candidate feels comfortable. As an alternative, Robert Half International has set up a special toll-free hotline (at **1-888-875-4901**) which employees, candidates, or contractors may use to make initial reports of harassment. Supervisors and managers must also immediately report any possible harassment or discrimination that they are aware of to any member of management with whom they feel comfortable or, alternatively, to Kim Lampo.

Robert Half will promptly respond, investigate, and close in a timely fashion all complaints; accordingly, Robert Half International cannot effectively deal with anonymous complaints. Generally, investigations will not be completely confidential; however, to the extent possible complaints will be given a designation of confidentiality. All complaints of harassment or discrimination will be thoroughly and fairly investigated and documented by qualified personnel and, if warranted, appropriate corrective action will be taken after any evidence is reviewed and the investigation is completed.

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.

05/2016

## EQUAL EMPLOYMENT OPPORTUNITY POLICY FOR QUALIFIED VETERANS AND INDIVIDUALS WITH DISABILITIES

It is the policy of Robert Half International to provide equal opportunities to qualified veterans and individuals with disabilities in accordance with 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA), the Jobs for Veterans Act (JVA), and Section 503 of the Rehabilitation Act of 1973, as amended (collectively "the Acts"). Employees and applicants are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Acts. We are committed to taking affirmative action to further this policy.

Any employee who is an individual with a disability or is covered by VEVRAA or the JVA is encouraged to inform the Human Resources Department in San Ramon, California ("Human Resources"). We would like to know of any special skills which may qualify you for other positions, and we encourage you to apply for them when openings occur. You should also discuss with us any accommodations that you believe we could reasonably make that might enable you to perform other jobs properly and safely.

Providing us with information is voluntary. Your decision to provide or not provide such information will be respected and will not be used in a manner inconsistent with the Acts. In either event we will not submit you to adverse treatment. You may notify us now or at any future time. If you decide to advise us of your disability, the information you provide will be used in accordance with the requirements of the Acts. Such information will be kept confidential, except that restrictions on your work duties and any necessary accommodations may be communicated to your supervisors and managers; first aid personnel may be informed so they can properly handle emergencies; and government officials engaged in enforcing laws administered by OFCCP or the Americans With Disabilities Act may be informed.

A copy of our Affirmative Action Program for Veterans and Individuals with Disabilities is available for inspection from Human Resources, Monday through Friday during normal business hours.

06/2009

## 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.

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 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. Any unwelcome sexual conduct or sexual behavior that is offensive to a reasonable person, if severe or pervasive, may be deemed to be sexual harassment. 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 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 or contractor 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. 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 good faith complaint is strictly forbidden.

### Additional Information

If an employee, candidate, or contractor believes he or she has been subjected to any form of discrimination or harassment, he or she 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](http://www.dfeh.ca.gov)

Maine Human Rights Commission  
51 State House Station, Augusta, Maine 04333-0051  
(207) 624-6050 / (888) 577-6690 TTY

Massachusetts Commission Against Discrimination  
One Ashburton Place, Rm 601, Boston, MA 02108  
(617) 994-6000 / (617) 994-6196 TTY  
436 Dwight Street, Ste 220, Springfield, MA 01103 / (413) 739-2145

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

Illinois Department of Human Rights  
100 W. Randolph Street, 10th Floor, Intake Unit, Chicago, IL 60601  
(312) 814-6200 / (217) 785-5125 (TTY)  
[http://www.state.il.us/dhr/Forms/CIS\\_SXH.pdf](http://www.state.il.us/dhr/Forms/CIS_SXH.pdf)

5/2011

## PAYDAY NOTICE

**Regular Paydays for Temporary Employees of Robert Half International**  
Shall be as follows:

On a weekly basis, either by direct deposit or by U.S. Mail, no later than the close of business on Friday of each week.

**Regular Paydays for Internal Staff Employees of Robert Half International**  
Shall be as follows:

Every other Friday - either by direct deposit or by U.S. Mail, no later than the close of business on Friday of each week.

By: Robert Half International Inc. - Payroll Department  
Location: 2613 Camino Ramon, San Ramon CA 94583-9128