

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.

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

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

POLICY AGAINST SEXUAL HARASSMENT

New York 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 has a zero-tolerance policy for any form of sexual harassment, and will not tolerate sexual harassment of or by any of its employees, interns, candidates, clients, or contractors. Sexual harassment is considered a form of employee misconduct and sanctions will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue. 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.

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.

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, employees 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.

- 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