

U.S. Robert Half Policy Against Harassment

You must know ...

The policy of Robert Half International Inc. (Robert Half) and its divisions Accountemps, OfficeTeam, Robert Half Finance & Accounting, Robert Half Legal, The Creative Group, Robert Half Technology, and Robert Half Management Resources is to provide a working environment that is free of all impermissible forms of harassment. This includes sexual harassment. Robert Half will not tolerate sexual harassment of or by any of its employees, temporary professionals, 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. 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, temporary professionals, supervisors, candidates, clients or contractors of Robert Half. Unwelcome sexual conduct is absolutely prohibited regardless of whether it involves individuals of different sexes or the same sex.

Any employee, temporary professional, candidate, client, or contractor who feels that he or she has been subjected to any form of harassment or discrimination should immediately report the incident to Robert Half management so that prompt and effective action can be taken. That report may be made to any Robert Half manager with whom the individual feels comfortable. As an alternative, Robert Half has set up a special toll-free hotline which employees, temporary professionals, candidates, or contractors may use to make initial reports of harassment or discrimination. That number is **1-888-875-4901**. The hotline is not intended to be used for anonymous complaints because Robert Half cannot effectively deal with anonymous complaints.

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

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

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

- California Department of Fair Employment & Housing, 1-800-884-1684, 1-800-700-2320 TTY, www.dfeh.ca.gov
- Illinois Department of Human Rights, 100 W. Randolph Street, 10th Floor, Intake Unit, Chicago, IL 60601, 1-312-814-6200, 1-217-785-5125 TTY, http://www.state.il.us/dhr/Forms/CIS_SXH.pdf
- Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051, 1-207-624-6050, 1-888-577-6690 TTY
- Massachusetts Commission Against Discrimination, One Ashburton Place, Rm. 601, Boston, MA 02108, 1-617-994-6000, 1-617-994-6196 TTY, 436 Dwight Street, Ste. 220, Springfield, MA 01103, 1-413-739-2145
- U.S. Equal Employment Opportunity Commission, 1-800-669-4000, 1-800-669-6820 TTY

U.S. Robert Half Policy Against Discrimination

You must know ...

The policy of Robert Half International Inc. (Robert Half) and its divisions Accountemps, OfficeTeam, Robert Half Finance & Accounting, Robert Half Legal, The Creative Group, Robert Half Technology, and Robert Half Management Resources is that there be no unlawful discrimination against any employee, temporary professional, candidate, client or contractor based on such individual's membership in a protected group (e.g., ancestry, race, color, religious creed, sex, pregnancy, genetic information, sexual orientation, gender, gender identity (including transgender) or expression, age, marital status, medical condition, mental or physical disability, national origin, citizenship/immigration status, military or veteran status, or any other protected status under applicable law). In keeping with that policy, Robert Half will not tolerate harassment.

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 of harassment 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, temporary professionals, supervisors, candidates, clients, or contractors of Robert Half.

Any employee, temporary professional, candidate, client, or contractor who feels that he or she has been subjected to any form of harassment or discrimination should immediately report the incident to Robert Half management so that prompt and effective action can be taken. That report may be made to any Robert Half manager with whom the individual feels comfortable. As an alternative, Robert Half has set up a special toll-free hotline which employees, temporary professionals, candidates, or contractors may use to make initial reports of harassment or discrimination. That number is **1-888-875-4901**. The hotline is not intended to be used for anonymous complaints because Robert Half cannot effectively deal with anonymous complaints. All complaints of harassment and discrimination will be promptly and thoroughly investigated and, if warranted, appropriate corrective action will be taken after the investigation.

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

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

- California Department of Fair Employment & Housing, 1-800-884-1684, 1-800-700-2320 TTY, www.dfeh.ca.gov
- Illinois Department of Human Rights, 100 W. Randolph Street, 10th Floor, Intake Unit, Chicago, IL 60601, 1-312-814-6200, 1-217-785-5125 TTY, http://www.state.il.us/dhr/Forms/CIS_SXH.pdf
- Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051, 1-207-624-6050, 1-888-577-6690 TTY
- Massachusetts Commission Against Discrimination, One Ashburton Place, Rm. 601, Boston, MA 02108, 1-617-994-6000, 1-617-994-6196 TTY, 436 Dwight Street, Ste. 220, Springfield, MA 01103, 1-413-739-2145
- U.S. Equal Employment Opportunity Commission, 1-800-669-4000, 1-800-669-6820 TTY