
Anti-Harassment and Non-Discrimination Policy

Insight Global, LLC (“Insight Global” or the “Company”) prohibits harassment or discrimination on the basis of race, color, religion, gender, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity or expression, age, ancestry national origin, mental or physical disability, medical condition, family and medical care leave status, genetics, marital status, amnesty, military or covered veteran status or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws (“Protected Characteristics”). This policy prohibits harassment of applicants, interns, employees, consultants and contractors by managers, supervisors, or co-workers. Similarly, the Company will not tolerate harassment by its employees of non-employees with whom Company employees have a business, service or professional relationship. The Company also will attempt to protect applicants, interns, employees, consultants and contractors from harassment by non-employees in the workplace. Any employee found to have engaged in harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

All unlawful harassment or discrimination is prohibited. Insight Global is committed to maintaining a work environment that is free of unlawful discrimination. It is our policy and practice to maintain and foster a work environment in which all employees are treated with decency and respect. No form of unlawful discriminatory conduct towards any employee, client, contractor, or vendor will be tolerated. Any suspected incidents of harassment or discrimination should be immediately reported to (1) the Human Resources Department and (2) the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter or any officer of the Company.

This policy prohibits all forms of illegal harassment and discrimination (not only sexual harassment), including harassment or discrimination based on any of the Protected Characteristics listed above.

Under this policy, the terms harassment or sexual harassment apply equally to all unlawful forms of harassment and discrimination.

For the purposes of this policy, sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: (1) submission to such conduct is explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used or threatened to be used as the basis for employment decisions; or (3) 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.

Unlawful harassment may take many forms, including: (1) offensive and unwelcome sexual propositions, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo (this for that) for sexual favors is made in relation to employee's employment or continued employment; (2) offensive and unwelcome verbal conduct including epithets, derogatory comments, slurs, and verbal conduct of a sexual nature, such as sexual innuendo, sexually-graphic spoken comments, and sexual advances, invitations or comments; and/or offensive comments transmitted by e-mail or another messaging media; (3) transmitting or displaying offensive or suggestive images or graphics, whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects, magazines or videos; or (4) offensive and unwelcome physical contact such as



assault or unwelcome physical contact of a sexual nature, including touching another person's body, touching or display of one's own body, or any similar contact.

Job assignments and all other tangible employment decisions may not be based on acquiescence to or acceptance of harassment or discrimination in any form. All employees should be aware that all employees, supervisors and partners are prohibited from making any decision regarding job assignment or reassignment, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

Employees are cautioned that inappropriate content distributed through any electronic media, including e-mail or the Internet, may constitute harassment and/or discrimination. Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on any of the Protected Characteristics listed in this policy. This includes, for example, creating and/or forwarding of offensive "humor" which contains sexually offensive terms, or terms which are offensive based on any Protected Characteristic.

Employees are not authorized to use any company computer, computer system, network, or software for the preparation, transmission, or receipt of messages or graphics that may be deemed harassing or discriminatory. Employees are reminded that the Company reserves the right to monitor its computers, computer systems, and networks, with or without notice.

Any employee who believes he or she has experienced or witnessed unlawful harassment or discrimination of any kind must immediately report the incident or suspected incident of harassment or discrimination to (1) the Human Resources Department, and (2) the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter or any officer of the Company. Supervisor-level employees who observe or receive a report of unlawful harassment or discrimination must immediately report such misconduct to the Human Resources Department. Further, any employee who is aware of acts of discrimination or harassment and fails to report those acts may be subject to disciplinary action, up to and including termination.

Insight Global is committed to taking all reasonable steps to prevent harassment and discrimination. The Company will promptly, impartially, and thoroughly investigate any allegations of harassment or discrimination, and, in the event the investigation confirms that a violation of this anti-harassment and non-discrimination policy has occurred, the Company will take appropriate corrective action against any individual found to have engaged in harassing or discriminatory conduct, including any appropriate disciplinary action, up to and including termination. Insight Global will make reasonable efforts to maintain employee confidentiality consistent with the needs of the investigation, to document internal findings, and to inform affected parties of the results.

All employees and managers are expected to cooperate fully and in good faith with any investigation. Individuals who do not cooperate with an internal investigation or are found to have engaged in any harassing or discriminatory conduct will be subject to disciplinary action, up to and including termination of employment.





Insight Global will not retaliate against anyone for making a good faith claim of harassment or discrimination, or for participating in the investigation of a complaint of harassment or discrimination. Our no-retaliation standard applies to all complaints made in good faith, regardless of the outcome of the investigation.

Employees and managers are not authorized nor permitted to retaliate or to take any adverse employment action against any employee for making a good faith report of unlawful harassment or discrimination. Any employee who feels he or she has been retaliated against in violation of this no-retaliation policy must immediately notify (1) the Human Resources Department, and (2) the appropriate Sales Manager, Regional Manager, or Officer of the Company. Insight Global will immediately investigate claims of retaliation, and, if necessary, take prompt corrective action. Any employee who has been found by Insight Global to be responsible for retaliating against an employee for making a good faith report of inappropriate harassing or discriminatory behavior will be subject to appropriate disciplinary action, up to and including immediate termination.

Please contact the Human Resources Department, Office Manager, Regional Manager, or Officer of the Company with any questions about this policy, any incident that you believe to be in violation of this policy, or Insight Global's commitment to maintaining a workplace free of discrimination and harassment.

By electronically signing this form, you agree to all the terms contained herein and understand the policy and agree to abide by its requirements, including the provisioning regarding reporting of violations. I understand that failure to comply with these policies and procedures could result in discipline, up to and including termination of my employment.

Signature

Date

Rev. 03/2018

