



WORKPLACE VIOLENCE

Insight Global is committed to preventing workplace violence and maintaining a safe work environment. The following guidelines are intended to address instances of intimidation, harassment, or other threats (or actual) violence that may occur during business hours or on its premises.

Co-workers, customers and vendors should be treated with courtesy and respect at all times. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Insight Global and Insight Global clients. Employees are also expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another co-worker, customer, or member of the public will not be tolerated. The prohibition includes all acts of unlawful harassment, including harassment that is based on an individual's Protected Characteristic as defined herein.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Human Resources Department, your immediate manager, or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a manager.

Insight Global will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Insight Global may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Insight Global encourages employees to bring disputes or differences with other employees to the attention of their manager or the Human Resources Department before the situation escalates into potential violence. Insight Global is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.