

3.2 WORKPLACE HARASSMENT

The Company is committed to providing a work environment free of unlawful harassment. Verbal or physical conduct unlawfully directed at an applicant or Talent because of his/her race, color, religion, ancestry, national origin, age, sex (including pregnancy), sexual orientation, gender identity, marital status, disability, veteran status, service in the uniformed services, citizenship status, genetic information or any other status protected by applicable law, or because he/she engaged in any legally protected activity, is strictly prohibited and will not be tolerated by the Company. Such harassment (1) creates an intimidating, hostile or offensive working environment; (2) unreasonably interferes with work performance or advancement opportunities; and/or (3) otherwise adversely affects an individual's employment opportunities. Harassment may take many forms, including, but not limited to, epithets, abusive language, comments, slurs, jokes, displays, innuendos, cartoons, pranks or physical advances. This prohibition of unlawful harassment covers conduct in any workplace context including conferences, work-related activities/social events, and work-related trips as well as harassment from managers, co-workers and non-employees with whom Talent have a business relationship, including, but not limited to, vendors, clients and client employees.

Sexual Harassment. Sexual harassment refers to sexual behavior that is not welcome and is offensive. Such behavior is strictly prohibited and will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct that is based on an individual's sex or is of a sexual nature constitutes sexual harassment when any of the following occur or are present:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for employment decisions; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile or offensive working environment.

Because our Talent typically work at client sites and the Company is unable to know or control many aspects of client work environments, it is imperative that you report to your Company Representative, his/her manager, or Employee Relations (1-877-601-7453 or hrsupport@randstadusa.com) any discrimination, harassment or retaliation you may witness or experience.

3.3 REASONABLE ACCOMMODATION

The Company is committed to providing equal employment opportunities to qualified individuals with disabilities and, once made aware of their disabilities, will make reasonable accommodations to enable qualified disabled applicants and Talent to perform the essential functions of the job, provided that the accommodations do not cause undue hardship to the Company's business. Likewise, the Company is committed to providing equal employment opportunities to all individuals regardless of their religious beliefs and practices or lack thereof. The Company will provide reasonable accommodations of an applicant or Talent's sincerely held religious beliefs if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the Company. Talent who believe they need an accommodation should contact their Company Representative or Employee Relations (1-877-601-7453 or hrsupport@randstadusa.com).

3.4 PROTECTION AGAINST RETALIATION

The Company will not tolerate retaliation against any person who makes a complaint, opposes a practice, provides information, cooperates in an investigation, or participates in a proceeding concerning an actual violation (or a reasonably held belief of a violation) of federal, state or local laws, including, but not limited to, anti-discrimination, anti-harassment, workplace health and safety, wage and hour, employee benefits, leave of absence (including sick leave), anti-trust, anti-bribery, privacy, securities laws, the Patient Protection and Affordable Care Act and other applicable laws. No retaliation is tolerated even when the alleged violation ultimately is determined to be unfounded.

The Company also will not tolerate retaliation against any person who requests an accommodation of a disability or religious belief, or exercises, or seeks to exercise, any rights or protections to which they are entitled by applicable federal, state or local laws.

3.5 COMPLAINT AND INVESTIGATION PROCEDURES

Reporting of Complaints. The Company encourages and expects Talent to report incidents of discrimination, harassment or retaliation whether they are directly involved or are a witness. Any Talent who believes that (i) he or she is being subjected to discrimination, harassment or retaliation by a co-worker, supervisor, manager or other individual at the workplace; (ii) his or her employment is being adversely affected by such conduct; or (iii) believes that he or she

has witnessed such conduct, should immediately report such concerns to his or her Company Representative or Employee Relations (1-877-601-7453 or hrsupport@randstadusa.com). If you have concerns about wrongdoing that you do not believe can be addressed by your Company Representative, his/her manager, or Employee Relations, you should