

APPLIES TO: **Insight Enterprises**

POLICY NAME: <b>Anti-Discrimination and Anti-Harassment Policy</b>	POLICY NUMBER: <b>NSIT – CP005</b>	EFFECTIVE DATE: <b>10/01/2008</b>
APPROVED BY: <b>Board of Directors</b>	VERSION NUMBER: <b>3.0</b>	LAST REVIEW DATE: <b>8/04/2022</b>
<i>THE ENTIRE DOCUMENT REFLECTS THE POLICY.</i>  <i>IT IS THE USER'S RESPONSIBILITY TO CONFIRM THEY ARE USING THE MOST CURRENT VERSION OF THE POLICY, INCLUDING REFERENCES AND LINKS. THE CURRENT VERSION OF THE POLICY IS LOCATED ON THE COMPANY INTRANET.</i>  <i>ANY TEAMMATE WHO VIOLATES ANY COMPANY POLICY MAY BE SUBJECT TO CORRECTIVE ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.</i>		

## **Applicability**

This Anti-Discrimination & Anti-Harassment policy ("Policy") applies to Insight Enterprises and all subsidiaries of Insight globally (hereinafter collectively "Insight"). The policy applies to all Insight teammates, contractors, and authorized representatives with equal effect. It is periodically reviewed and approved by Insight Enterprises' senior management and board of directors.

## **Purpose**

Insight is committed to building and strengthening a culture of ethics and integrity. This Policy establishes Anti-Discrimination & Anti-Harassment business standards of conduct and responsibilities. Insight is committed to a work environment in which all individuals are treated with respect and dignity. It reinforces our ambition and obligation to act honestly and ethically in all our business dealings anywhere in the world.

## **Definitions**

- **Discriminatory Harassment** is verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, religion, age (40 or over), disability, genetic information or any other legally protected basis or because of his or her opposition to discrimination or his or her participation in the discrimination complaint process. In general, harassment is against the law when it creates an intimidating, hostile, or offensive working environment, or when it interferes with an individual's work performance;
- **GCO**- Global Compliance Office;
- **Sexual Harassment** is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual Harassment includes, but is not limited to, any unwanted sexual advances, innuendos, suggestive comments, teasing, jokes, language, gestures, looks, obscene visual

material, requests for quid pro quo sexual favors from a teammate, or engaging in any other physical or verbal conduct of a sexual nature in-person or electronically including when:

- submission to such conduct is used as an express or implicit condition of employment at Insight;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- such conduct has the purpose or effect of interfering with teammate's work performance or creating an intimidating, hostile or offensive working environment.

## **Policy Detail**

### **1. Policy Introduction**

- 1.1. Insight has developed this Policy to ensure that all its teammates can work in an environment free from harassment, discrimination, and retaliation. Insight will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

### **2. Policy Statement**

Insight prohibits Discriminatory and Sexual Harassment and ensures that all personnel actions affecting employees or applicants for employment are free from discrimination and harassment. We provide recurring training and education for all employees regarding workplace discrimination and harassment.

#### **2.1. Discrimination**

- 2.1.1. Insight does not tolerate Discriminatory Harassment in employment opportunities or practices;
- 2.1.2. Our policy of non-discrimination in employment applies to recruitment, hiring, compensation, promotions, transfers, discipline, demotions, terminations, layoffs, access to benefits and training and all other aspects of employment.

#### **2.2. Harassment**

- 2.2.1. We will provide a safe and pleasant work environment where everyone is treated with fairness and respect. It is against this Policy for any teammates to practice Discriminatory or Sexual Harassment verbally or physically against another teammate;
- 2.2.2. Discriminatory or Sexual Harassment of teammates in the workplace by any third party will not be tolerated either;
- 2.2.3. The conduct prohibited by this Policy, whether verbal, physical, or visual, includes any employment action and any welcome or unwelcome conduct that is inflicted on someone because of that individual's protected status;
- 2.2.4. Among the types of conduct prohibited by this policy are epithets, slurs,

jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. Insight prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

### **3. Inquiries, Requests or Concerns**

- 3.1. Insight teammates have an obligation to report irregularities and violations of the Insight Code of Ethics and Business Practices, policies, and the law;
- 3.2. All inquiries, requests and concerns relating to discrimination and/or harassment should be reported to GCO at [compliance@insight.com](mailto:compliance@insight.com) or reported via the Insight Compliance Helpline [website](#);
- 3.3. Insight has a strict no retaliation policy and will not tolerate any kind of retaliation against anyone who, in good faith, reports a violation of Insight policy or law.

### **4. Annual Review**

- 4.1. This Policy will be reviewed annually.

#### **Version History**

<b>Version Date</b>	<b>Version Number</b>	<b>Version Changes</b>	<b>Authorized By</b>
10/1/2008	1.0	New	Compliance Office.
10/1/2018	2.0	Content update	Global Compliance Office.
8/04/2022	3.0	Content and format update	Board of Directors.