

Title:	Global Anti-Discrimination & Harassment Policy	Date of Original Issue: October 2008
Policy Number:	NSIT – CP005	
Approved for Use by:	Compliance	Versions: 1.0 - 10/2008 2.0 – 10/2018

Application:	This Policy applies to all of Insight’s domestic and foreign operations, including operations conducted by any departments, subsidiaries, and the operations of any joint venture or similar business enterprise in which Insight is a participant.
Aim:	Insight is firmly committed to the fact that every teammate has the right to be treated with dignity and respect in a work environment that is free from any and all forms of discrimination and harassment.

CP005.1	Policy Introduction	<p>Insight is committed to providing a work environment that is safe, professional and supportive of teamwork and trust.</p> <p>All teammates, therefore, have a responsibility to promote a working environment in which the dignity of others is respected without exception and at all times.</p>
CP005.2	Policy Statement	<p>Every teammate is expected to adhere to a standard of conduct that is respectful to all persons within the work environment and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.</p> <p>Insight strives to maintain a healthy, safe and productive work environment that is free from discrimination or harassment based on race, color, religion, national origin, age, sex, mental or physical disability, or any other legally protected basis.</p>

<p>CP005.3</p>	<p>Right to work environment and reporting</p>	<p>All teammates have the right to a work environment free from unlawful discrimination, harassment or retaliation/victimization of any kind. In addition, teammates have the right to have their complaints relating to prohibited harassment treated with sensitivity and respect. If you are experiencing any of these types of behaviour you are advised to follow the procedure outlined in this policy:</p> <ul style="list-style-type: none"> • If you feel able to do so, make it clear to the person concerned that you find their behaviour offensive and ask them to stop. Ask a co-worker to be present if you prefer. • If the situation persists, or if you feel you cannot approach the offender, then: Speak to your immediate manager. If you feel you cannot do this (e.g., the complaint involves your manager), then either tell your manager’s manager, the Human Resources Department, the Legal Department or the Compliance Department. The complaint should include the details of the incident(s), the names of the individual(s) involved and the name(s) of any witness(es). The submission of a complaint is a serious issue and will be treated as such. You have a duty to yourself and to other teammates to alert Insight to problems such as these so that appropriate action can be taken. Insight encourages all teammates to report incidents of harassment prohibited by this policy immediately so that complaints can be quickly and fairly resolved.
<p>CP005.4</p>	<p>Management’s role</p>	<p>Management must ensure that swift and appropriate action is taken when a teammate raises a complaint that may involve prohibited discrimination or harassment. They must deal with these matters promptly and treat the reports as confidentially as possible under the circumstances. They must report and refer all complaints of alleged or actual prohibited discrimination or harassment to the Human Resources Department and the Compliance Department.</p>

CP005.5	Regional/Local Guidance and Regulations	All teammates can also refer to their local human resources guidance (i.e., their local Teammate Manual) for additional, location specific Insight policy related to anti-discrimination and harassment.
CP005.6	Responsibilities of All Insight Teammates and Enforcement	<p>All Insight teammates are required to adhere to established policies and standards. Violation of Insight policies and standards may result in disciplinary action, up to and including termination.</p> <p>Any suspected violation of an Insight policy or standard should be reported without delay to the Global Compliance Officer (compliance@insight.com) or the Alertline (insight.alertline.com). 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. If you have questions or problems concerning this Policy, you should contact the Global Compliance Officer (compliance@insight.com).</p>