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

- **Classification Level (Public)** - This classification applies to information that has been approved by Insight management for release to the public. Making the information public cannot harm the organization in any way.
- **Discriminatory Harassment** is verbal or physical conduct that denigrates or shows hostility toward an individual because of race, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, religion, age, disability, genetic information or any other legally protected basis or because of the individual’s opposition to discrimination or 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;
Anti-Discrimination and Anti-Harassment Policy

- **Sexual Harassment** is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that
  - unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment;
  - is used as a basis for an employment decision affecting the individual who submitted to or rejected the unwelcome conduct; or
  - is made an express or implicit condition of employment at Insight.

Sexual Harassment can take many forms, and includes, but is not limited to, unwanted sexual advances, innuendos, suggestive comments, teasing, jokes, language, gestures, obscene visual material, requests for quid pro quo sexual favors from a teammate, engaging in-person or electronically in other physical or verbal conduct of a sexual nature that affects the work environment, or any other behavior that meets the definition of sexual harassment under applicable law.

**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. Insight is committed to providing a safe and pleasant work environment where everyone is treated with fairness and respect. It is against this Policy for any teammates to engage in Discriminatory or Sexual Harassment;

      2.2.2. Discriminatory or Sexual Harassment of teammates in the workplace or at Insight-sponsored events by any third party will not be tolerated;

      2.2.3. The conduct prohibited by this Policy, whether verbal, physical, or visual,
includes any employment action and any unwelcome conduct that is inflicted on someone because of an 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 such conduct, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

2.2.5. Harassment is not limited to the physical workplace and can occur while teammates are traveling for business or at employer-sponsored events. Calls, texts, emails, social media usage, and other actions can constitute harassment, even if they occur away from the workplace or outside work hours.

3. Policy Review

3.1. Policy review should be conducted by Policy owner at least once every 2 (two) years or as required.

4. Reporting suspected violations

4.1. Any suspected violation of an Insight Policy or law should be reported without delay to the Global Compliance Office (compliance@insight.com) or Insight Compliance Helpline http://insightenterprises.ethicspoint.com

4.2. Insight has a strict no retaliation Policy and will not tolerate any kind of retaliation against anyone who, in good faith, reports a suspected violation of Insight Policy or law. If you have questions or problems concerning this Policy, you should contact the Global Compliance Office (compliance@insight.com).

Related Policies, Procedures and Guidance

- NSIT – IS002

Version History

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<td>10/1/2008</td>
<td>1.0</td>
<td>New</td>
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<td>10/1/2018</td>
<td>2.0</td>
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<td>1/7/2022</td>
<td>3.0</td>
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<td>9/15/2022</td>
<td>4.0</td>
<td>Updated Applicability section and Section #2, Format update</td>
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<td>10/18/2023</td>
<td>5.0</td>
<td>Discriminatory &amp; Sexual Harassment definitions update. Sections: 2.2.1-2.24; 4.1 wording update</td>
<td>Lisanne Steinheiser, Global Compliance Officer and Assistant Secretary.</td>
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