



Anti-Harassment and Discrimination Policy

In an effort to reiterate ASGN Incorporated's ("ASGN" or "Company") long-standing policy against illegal harassment and discrimination in the workplace, enclosed is a copy of the Company's Anti-Harassment and Discrimination Policy. The purpose of this policy is to ensure that all employees are treated with dignity and respect, treat others with dignity and respect, and work to maintain an environment that is free from harassment. The policy is also designed to remind employees that sexual harassment, or any other form of harassment or discrimination based on a protected characteristic (e.g. age, gender, race, religion, disability, etc.), is against the law and will not be tolerated at ASGN. Please sign and date the attached acknowledgment that you have received and agree to abide by the policy.

The only way Company can achieve its goal of providing a discrimination free and harassment free work environment is with the assistance of its employees. The Company and its employees must therefore be partners in the commitment to provide a work environment that is free of unlawful discrimination and harassment. Accordingly, all employees are required to take the time to ensure they understand their obligations under this policy. Please review and retain a copy of this policy for your files: you are required to abide by it.

Our policy against harassment and discrimination applies to all of our employees, including temporary professionals, as well as all applicants, and other persons providing services pursuant to a contract. The policy also applies when our temporary professionals are assigned to work at a client's facility, regardless of whether or not the person who is engaged in improper conduct is one of our employees or a temporary professional.

If you have a complaint that conduct is in violation of our Anti-Harassment and Discrimination policy, please follow the steps outlined in the policy. You can start your complaint with your Recruiter, supervisor or other member of upper management, or skip those persons and bring your complaint immediately to the Human Resources Department. We take all allegations of harassment and discrimination seriously and address them promptly. If you believe you are being subjected to illegal harassment, we want to know about it so that we can act to investigate and address the situation. While it is not possible to guarantee total confidentiality, the Company will try to keep the matter confidential to the extent possible consistent with its legal obligations.

It is your responsibility, however, to report the problem to us promptly, and we encourage you to use the attached Complaint Form to do so.

If you have any questions about this policy, please contact the Human Resources Hotline at 866-790-2739 or contact hr.requests@asgn.com.



Anti-Harassment and Discrimination Policy

ASGN is committed to providing a work environment that is free of unlawful discrimination and harassment in any form, including verbal, physical, or visual. In accordance with state and federal law, harassment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), race, color, gender (including gender identity and gender expression), national origin, ancestry, citizenship, religion (including religious dress and grooming practices), age, physical or mental disability, medical condition, military or veteran status, genetic information, sexual orientation, registered domestic partner status, marital status, or any other protected characteristic is unlawful. The Company does not tolerate harassment or discrimination of employees in the workplace or in a work related situation, and such actions are a violation of the Company's rules of conduct.

This policy protects all Company employees, applicants, and persons providing services pursuant to a contract from any form of unlawful harassment committed by employees, supervisors, managers, executives, owners, contractors, vendors, clients, and other non-employees engaged in some form of business interaction with the Company.

HARASSMENT

Prohibited harassment includes, but is not limited to, the following behavior:

- Unwanted sexual advances toward an individual;
- Offering employment benefits in exchange for sexual favors;
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Visual conduct such as displaying derogatory or sexually suggestive objects, pictures, posters, cartoons, or drawings, making derogatory or sexual gestures or leering, or transmitting derogatory or sexual e-mails, faxes, or other documents;
- Physical conduct such as blocking normal movement, restraining, unwanted touching, or otherwise physically interfering with work of another individual because of sex, race, or any other protected basis;
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination; and
- Communication via electronic media of any type that includes any harassing conduct that is prohibited by state, local and/or federal law.

Sexual harassment includes, but is not limited to, making unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made an explicit or implicit term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees who violate this policy are subject to discipline up to and including the possibility of immediate discharge. Further, if you, as an employee, are found guilty of sexual harassment, you may be personally liable.



Internal/Agency Complaint Procedure

Every employee has a responsibility to help protect the Company's reputation and to prevent unethical or unlawful actions from happening. **Any employee who believes he or she has been unlawfully harassed or who has observed such harassment or discrimination involving any other employee, must notify his or her Recruiter, supervisor or other member of upper management, or the Company's Human Resources Department as soon as possible. It is the responsibility of each employee immediately to report any violation or suspected violation of this policy to one or more of the people identified above. Supervisors must immediately report any incidents of harassment to the Human Resources Department. Although verbal complaints are accepted, we strongly encourage the use of the attached complaint form. The Company will investigate the matter and take such prompt and immediate action as is warranted under the circumstances.**

Every complaint will receive a fair, impartial, and timely investigation by qualified personnel that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation will be documented and tracked for reasonable progress, and receive timely closure. If misconduct is found, appropriate remedial measures will be taken.

While it is not possible to guarantee total confidentiality, the Company will try to keep the matter confidential to the extent possible consistent with its legal obligations to follow up on complaints, including investigation, remedial action, and if required, reporting to appropriate enforcement agencies.

You have the right to complain without fear of retaliation. The Company will not take any action against you if you report violations in good faith. The Company and the law forbid retaliation against any employee who complains about harassment to the Company, files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by the Company, or any government agency.

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. For the Federal Equal Employment Opportunity Commission and/or other state-specific agencies in your area, please consult your telephone directory.

If you have any questions about this policy, please contact the Human Resources Hotline at 866-790-2739 or contact hr.requests@asgn.com.



Harassment and Discrimination Complaint Form

Name _____

Office/Recruiter _____

Type of Complaint _____

Date incident reported _____ Reported to _____

Please describe the specific incident(s) that you feel constitute harassment, discrimination, or retaliation.

What is/are the date/s the incident occurred? _____

Please describe the incident including what occurred, when it occurred, and whether there were any witnesses other than yourself to the event(s). If necessary, attach additional sheets of paper.

Please describe what, if anything, you have done in order to attempt to address the situation yourself. If you have not tried to address the situation yourself, please explain why.

Are you aware of any other person who has been subjected to similar harassment, discrimination, or retaliation? If so, please identify such person(s) and describe the details, including when and what occurred.

Other than the individual(s) you have identified above, is/are there any other person(s) who you feel should be contacted in connection with the investigation of this complaint. If so, please identify the individuals, how to contact them, and what information these individual(s) may have.



Harassment and Discrimination Complaint Form Cont.

Your complaint of harassment, discrimination, or retaliation will be promptly and thoroughly investigated. The investigation will be kept confidential to the extent possible, consistent with the Company's need to fully investigate and address the situation. If the investigation verifies that inappropriate behavior has occurred, appropriate disciplinary action will be taken against the person who has engaged in the harassing, discriminatory, or retaliatory conduct. If, at any time you feel that as a result of a complaint, or your participation in the investigation of a complaint, you are being retaliated against, please file an additional complaint using this form.

Please read the above carefully before signing. Your signature below will indicate that this form accurately and completely describes your complaint of harassment, discrimination, or retaliation.

Signature _____

Date _____

Please Print Name

PLEASE REPORT THIS INCIDENT IMMEDIATELY

Human Resources Hotline: 866-790-2739
or contact hr.requests@asgn.com.



Acknowledgment & Receipt Anti-Harassment and Discrimination Policy

I acknowledge that I have received, read, and understand the ASGN Anti-Harassment and Discrimination Policy. I agree to abide by and be bound by the rules, provisions, and standards set forth in this policy. I further acknowledge that the Company reserves the right to revise, delete, and add to the provisions of the Anti-Harassment and Discrimination Policy at any time.

Employee Signature

Print Name

Date

To be Placed in Employee's Personnel File



Fair Employment Agency Directory

ARIZONA

Civil Rights Division
Attorney General's Office
1275 W. Washington
Phoenix, AZ 85007
602-542-5263

CALIFORNIA

Dept of Fair Employment & Housing
Communication Headquarters
2014 T St., Suite 210
Sacramento, CA 95814
800-884-1684

CONNECTICUT

Connecticut Commission on Human
Rights & Opportunities
21 Grand St.
Hartford, CT 06106
800-477-5737

FLORIDA

Commission on Human Relations
2009 Apalachee Pkwy, Suite 100
Tallahassee, FL 32301
800-342-8170

ILLINOIS

Illinois Human Rights Commission
James R. Thompson Center
100 W. Randolph St., Suite 5-100
Chicago, IL 60601
312-814-6269

MASSACHUSETTS

MA Commission Against Discrimination
436 Dwight St., Room 220
Springfield, MA 01103
413-739-2145

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

1 Congress St.
Boston, MA 02114
617-565-3200

MA Commission Against Discrimination
McCormack State Office Building
1 Ashburton Pl., Room 601
Boston, MA 02108
617-994-6000

MAINE

Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333-0051
207.624.6290

NEW HAMPSHIRE

Commission for Human Rights
2 Chenell Dr.
Concord, NH 03301
603-271-2767

NEW YORK

Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, New York 10458
718-741-8400

NORTH CAROLINA

New Hanover County HR Commission
402 Chestnut St.
Wilmington, NC 28401
910-341-7171

NORTH CAROLINA

NC Office of Administrative Hearings
Civil Rights Division
1203 Front St., Suite 240
Raleigh, NC 27609
919-733-0431

OHIO

Civil Rights Commission
1111 E. Broad St., Suite 301
Columbus, OH 43205
888-278-7101

TEXAS

Commission on Human Rights
PO Box 13006
Austin, TX 78711-3006
888-452-4778

WASHINGTON

Human Rights Commission
711 S. Capitol Way, Suite 402
PO Box 42490
Olympia, WA 98504
800-233-3247

WISCONSIN

Equal Rights Division
819 N. 6th St., Room 723
Milwaukee, WI 53203
414-227-4380
or
PO Box 8928
Madison, WI 53708
608-266-6860