

## Policy Criteria:

Brief Policy Description: The policy establishes TrueBlue's expectation for conduct in the workplace.

Applies to: All TrueBlue and its subsidiary employees outside the state of New York. For New York employees, please see Prevention of Sexual Harassment, Anti-Retaliation Policy and Complaint Form for Employees in New York State.

## Purpose:

The purpose of this policy is to establish and reinforce rules prohibiting bullying, harassment and intimidation in the workplace.

## Introduction

TrueBlue ("Company") strives to maintain a work environment free from bullying, harassment and intimidation, whether based upon race, color, religion, creed (including religious dress and grooming practices), national origin (including language use restriction), citizenship, gender, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breastfeeding), sexual orientation, gender identity and expression, genetic information, marital and family status, medical condition (cancer and genetic characteristics), mental or physical disabilities, HIV and AIDS, on-the-job injuries, age (over 40), veteran and military status, ancestry, or any other protected group under applicable laws and regulation.

## Policy:

TrueBlue is an equal opportunity employer and complies with all applicable laws prohibiting harassment, discrimination and retaliation. All parties applicable to this policy is expected to share the same commitment.

## Unlawful Harassment

Workplace harassment is unlawful when: 1) it is unwelcome; 2) based on a protected status; 3) the conduct is subjectively abuse to the person affected; and 4) objectively severe and pervasive enough to create a work environment that a reasonable person would find hostile or abusive. A single act of harassment may be sufficiently severe to be unlawful. Actual or threatened retaliation for rejecting sexual advances or complaining about harassment is also unlawful.

The Company prohibits workplace harassment wherever it occurs whether in the office or off-site at social functions sponsored by the organization (such as holiday dinners, picnics, sporting events, etc.) and business functions (such as conventions, client meals, team meetings, trade shows, etc.). The Company does not tolerate unlawful harassment or discrimination:

- by any of its employees; supervisors or managers;
- by any others who work with, for, or on behalf of the Company, such as our clients and third parties; and
- when making any employment decisions.

Prohibited workplace harassment may either take two forms. "Quid pro quo" and "Hostile work environment".

**"Quid pro quo"** occurs when an employment decision or treatment is based on submission to or rejection of unwelcome conduct, typically conduct of a sexual nature. Examples include:

- Supervisor who fires or denies promotion to a subordinate for refusing to engage in sexual conduct.
- Supervisor requires a subordinate to participate in religious activities as a condition of employment.

**"Hostile work environment"** occurs when offensive conduct is based on one or more of the protected groups and is so severe or pervasive that it creates a hostile or offensive work environment or when it results in an adverse employment decision such as being fired or demoted.

Examples of behavior that may contribute to an unlawful hostile environment include: Discussing sexual activities; unwelcome sexual advances; telling ethnic jokes; making religious slurs; using offensive "slang" or other derogatory terms denoting a person's race, age, sex, disability or other protected bases; mimicking one's speech, accent, or disability; using crude language; using indecent gestures; sabotaging the victim's work. You may experience sexual harassment even if the offender did not aim the offensive conduct directly at you.

### Sexual Harassment

While all forms of harassment are prohibited, TrueBlue emphasizes its prohibition against sexual harassment.

Any conduct that is sexual in nature and creates a harassing, hostile, and/or offensive work environment is strictly prohibited by any co-worker, employee, supervisor, manager and others who work with, for, or on behalf of the Company, such as clients and third parties.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to: sexual or sexist language; "locker room behavior;" jokes or innuendo; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; or inappropriate touching, hugging, or kissing. These acts are strictly prohibited and are not tolerated by the Company. Sexual harassment can happen to both men and women. The harasser does not have to be of the opposite gender.

**Each employee has a responsibility to maintain a workplace free from any form of harassment.**

No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexually harassing conduct in the workplace, whether committed by managers/supervisors, non-managerial employees or outside individuals (vendors, customers, etc.) is prohibited.

### Training

To assure that employees understand this policy and their obligations under it, the Company may periodically conduct training relating to the policy and its implementation.

### Communication

This policy is part of the Company's overall commitment to open communication. The Company encourages any employee with workplace concerns of any nature (including, but not limited to, any alleged discrimination) to bring those concerns to the attention of any of the available reporting resources described in the Reporting Procedures section below.

### Reporting Procedures

It is the responsibility of every employee to promptly report harassing conduct to any of the reporting resources cited in the Code of Conduct and Business Ethics such as: Human Resources or Compliance Alert at [www.truebluecompliancealert.com](http://www.truebluecompliancealert.com) or by phone in the U.S. at 855-70-ALERT and if outside the U.S. check the ComplianceAlert website for your local phone number.

Employees are required to report harassment or discrimination when:

- Any employee believes that he/she has suffered harassment or discrimination;
- Any employee reports harassment or discrimination to you;
- Any non-employee who works for, with, or on behalf of the Company reports harassment or discrimination to you;
- Any employee reports that he/she witnessed harassment or discrimination against another employee; or
- Any employee believes that he/she has suffered illegal retaliation for reporting harassment or discrimination.

All supervisors are to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally.

If you believe you have been subject to sexual harassment, you may file a formal complaint with the United States Equal Employment Opportunity Commission ("EEOC") and/or the appropriate state or local agency. For California, Maine, Massachusetts, Rhode Island, and Vermont, see the addendum at the end of this Policy for additional reporting resources specific to your state.

### Investigation Procedures

When an employee reports harassment, discrimination, and/or retaliation, as specified above, the Company will undertake a prompt, fair, timely, and thorough investigation appropriate to the circumstances. The steps taken during the investigation cannot be fixed in advance but vary depending upon the nature of the allegations. The Company maintains confidentiality throughout the investigative process, to the extent practicable and consistent with the Company's need to undertake a full investigation.

### Non-Retaliation

Any employee who believes he/she is experiencing retaliation for reporting harassment or discrimination should immediately report the retaliation by the following reporting procedures mentioned in this policy. The Company strives to protect all employees who report harassment or discrimination against illegal retaliation. Any individual who reports an incident that he/she, in good faith, believe to be a violation of this policy, or who is involved in the investigation of harassment, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. However, intentionally false reports may subject the employee making the false report to disciplinary action, up to and including termination.

Any employee, supervisor, manager and others who work with, for, or on behalf of the Company, such as clients and third parties found to have retaliated against an individual for reporting harassment, discrimination, and/or other Code of Conduct violations, or for participating in an investigation of allegations of such conduct, may be subject to the appropriate disciplinary action, up to and including termination. For additional Non-Retaliation rules and procedures, see TrueBlue's Anti-Retaliation Policy.

### Questions?

If employees have questions or require additional information on this or any compliance-related policy they should contact their supervisor, management personnel. For all questions relating to this Policy, contact TrueBlue Compliance at [iComply@trueblue.com](mailto:iComply@trueblue.com) or the Human Resources Department at [HR-Advice@trueblue.com](mailto:HR-Advice@trueblue.com).

### Policy Addendum: Additional Reporting Resources for California, Maine, Massachusetts, Rhode Island and Vermont.

If you believe you are or have been subject to sexual harassment, you may file a formal complaint with the United States Equal Employment Opportunity Commission (“EEOC”) and/or the appropriate state or local agency.

#### **California**

Reporting with the Department of Fair Employment and Housing (DFEH). Individuals who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with the Department of Fair Employment and Housing (DFEH) within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after filing a complaint with DFEH and the court issues a Right-to-Sue Notice. You can contact the Department of Fair Employment and Housing by calling (800) 884-1684, TTY: (800) 700-2320 or by visiting [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

<p><b><u>Maine</u></b>          Maine Human Rights Commission          51 State House Station          Augusta, Maine 04333-0051          Phone: (207) 624-6290          Fax: (207) 624-8729          TTY: MAINE RELAY 711  <a href="http://www.maine.gov/mhrc">www.maine.gov/mhrc</a></p>	<p><b><u>Massachusetts</u></b>          U.S. Equal Employment Opportunity Commission (“EEOC”)          Boston Area Office          John F. Kennedy Federal Building          475 Government Center          Boston, MA 02203          Phone: 1-800-669-4000          Fax: 617-565-3196          TTY: 1-800-669-6820          ASL Video Phone: 844-234-5122  <a href="http://www.eeoc.gov/field/boston/index.cfm">www.eeoc.gov/field/boston/index.cfm</a></p>
<p><b><u>Massachusetts</u></b>          Massachusetts Commission Against Discrimination (MCAD)          1 Ashburton Place, Room 601          Boston, MA 02108          Phone: 617-994-6000          Fax: 617-994-6024          TTY: 617-994-6196  <a href="http://www.mass.gov/mcad">www.mass.gov/mcad</a></p>	<p><b><u>Rhode Island</u></b>          Rhode Island Commission for Human Rights          180 Westminster Street, Third Floor          Providence, RI 02903          Phone: 401-222-2661          TDD: 401-222-2664          Fax: 401-222-2616  <a href="http://www.richr.ri.gov">www.richr.ri.gov</a></p>
<p><b><u>Vermont</u></b>          Vermont Attorney General’s Office, Civil Rights Unit          109 State Street          Montpelier, VT 05609          Phone/TDD: 802-828-3171</p>	<p><b><u>Equal Employment Opportunity Commission</u></b>          1 Congress Street          Boston, MA 02114          Phone: 617-565-3200          TDD: 617-565-3204</p>