ANTHARASSMENT POLICY
CALIFORNIA

Purpose

The purpose of this document is to inform Kelly employees and U.S. subsidiaries (collectively referred to as “Kelly”) of Kelly’s Anti-Harassment Policy.

Persons Affected

- All U.S. Kelly employees, customers, and suppliers
- Any other persons or third parties with whom Kelly employees have contact through their employment, including applicants and independent contractors

Policy

Kelly is committed to maintaining a work environment that is free from harassment. Kelly will not tolerate harassment of or by its employees. All employees are expected to help ensure the work environment remains free of harassment. Upon learning of a situation that may violate this policy, Kelly will conduct a prompt and thorough investigation. All information regarding the alleged harassment will be kept as confidential, as permitted by the investigation process. If it is determined that a violation of this policy has occurred, Kelly will take appropriate remedial action to stop any prohibited harassment and to prevent future harassment. This may include disciplinary action up to and including termination of employment. Kelly will not tolerate retaliation against anyone who has expressed a good faith concern about harassment or who has participated or cooperated in an investigation.

Definitions

The term “harassment” is used in this policy to refer to both sexual and other forms of harassment. Below are definitions of sexual and other forms of harassment, as well as examples of conduct that may constitute harassment. (These lists are examples only; they are not all-inclusive.)

A. Sexual Harassment - Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct:
   a) is made a condition of employment,
   b) is made the basis for employment decisions, or
   c) unreasonably interferes with an individual’s ability to perform their job duties or otherwise creates an offensive or hostile working environment.

The following are examples of conduct that may constitute sexual harassment:

- Unwanted physical touching
- Telling sexually explicit jokes or stories
- Making lewd or offensive comments or gestures
- Displaying sexually suggestive objects, cartoons, or pictures
- Sending sexually explicit messages by letters, notes, electronic mail, or telephone
- Making offensive comments about an employee’s body, physical appearance, or clothing
- Using terms of endearment (e.g., “dear” or “sweetheart”) when referring to employees of one sex
- Repeatedly asking a co-worker for a date or meetings outside of working hours after they have indicated an unwillingness to go
B. **Other Forms of Harassment** – Other forms of prohibited harassment include offensive comments or conduct pertaining to a person’s race, ethnicity, religion, creed, ancestry, national origin, age, physical or mental disability, sexual orientation, gender, marital status, or veteran status, or any other characteristic protected by local, state or federal law.

Such conduct may include, but is not limited to:

- Making gestures, threats, derogatory comments, or slurs that may be offensive to individuals in a particular group
- Displaying derogatory objects, photographs, cartoons, calendars, or posters
- Sending messages by letters, notes, electronic mail, or telephone that may be offensive to individuals in a particular group

**Responsibilities**

All Kelly employees are expected to help ensure the work environment remains free of harassment. Any employee who believes they are being subjected to harassment by a Kelly employee or non-employee, or who have witnessed harassment of or by another Kelly employee or non-employee, has a responsibility to promptly report the matter through one of the means identified in the “Reporting Incidents of Harassment” section of this policy. Upon learning of any alleged harassment, Kelly management will promptly investigate the matter and take appropriate steps, which may include disciplinary action up to and including termination of employment.

**Reporting Incidents of Harassment**

Any Kelly employee (i.e., full-time, part-time, leased, managed service, or on assignment with a Kelly customer) who believes that they have been harassed by a Kelly employee or non-employee, or who have witnessed harassment of or by another Kelly employee or non-employee, should report the alleged harassment to one of the following:

- The **immediate Kelly manager** (i.e., an officer, director, supervisor, or branch representative) of the employee who is reporting the alleged harassment
- The **Kelly Human Resources representative** who supports the division, business line, branch, or department in which the employee who is reporting the alleged harassment works
  
  **Note:** Obtain HR representative contact information from your local branch office.
- The **Kelly Services’ Business Conduct & Ethics Reporting Program at 1-877-978-0049** or [www.integrity-helpline.com/kellyservices.jsp](http://www.integrity-helpline.com/kellyservices.jsp). This program is administered by a third party.

**Additional Resources**

The Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing accept and investigate complaints of unlawful harassment and discrimination in the workplace.

  - The EEOC may be contacted by consulting the government agency listings in your local phone book
- California Department of Fair Employment and Housing (DFEH): [www.dfeh.ca.gov](http://www.dfeh.ca.gov)  
  - The California DFEH staff is available to talk with you by telephone or in-person away from the work location. All information will be handled in an appropriate manner. You can contact a local DFEH office or the main office:
    
    2000 “O” St.  
    #120  
    Sacramento, CA  95814-5212  
    1-916-445-9918