

U.S. Harassment, Discrimination, and Retaliation Policy and Complaint Procedure



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This policy expresses ADP's commitment to maintain a work environment in which each person counts and is free from unlawful harassment, discrimination and retaliation.

I. Policy Overview

Discrimination or harassment includes, but is not limited to, discrimination or harassment on the basis of sex, race, color, religion, gender or gender identity, sexual orientation, disability, national origin, marital status, lawful alien status, veteran's status, or any other category protected by applicable law, and will not be tolerated at ADP.

Note: In Countries where local law defines harassment more broadly, those definitions will govern. See attached for local policies.

Retaliation includes, but is not limited to, adverse employment actions taken against any Associate because he or she has complained of discrimination or harassment, or has participated in an investigation of such behavior, and will not be tolerated at ADP.

Anyone found to have engaged in discrimination, harassment, or retaliation will be subject to appropriate discipline, up to and including discharge from employment.

This policy applies to all ADP Associates, regardless of whether the wrongful behavior involves co-workers, a supervisor or manager, or third parties (e.g., vendors, consultants or clients).

Associates who believe they have been subjected to acts of discrimination, harassment or retaliation of any kind, or who witness acts of discrimination, harassment or retaliation, should immediately report this behavior by following the instructions set forth in Section III below.

Complaints will be investigated thoroughly. Any ADP manager who receives such a complaint or has knowledge of discrimination, harassment or retaliation in the ADP work environment has an obligation to report said conduct appropriately, to ensure that the matter is promptly investigated. Where complaints are substantiated, prompt remedial action will be taken.

ADP's position on discrimination, harassment and retaliation is to be communicated to all Associates and other appropriate parties through the dissemination of this policy.

II. Specific Forms of Prohibited Harassment

A. Sexual Harassment

Harassment is a form of discrimination. Sexual harassment is a form of discrimination that occurs when harassment is based on an individual's gender (gender identity or sexual orientation). This policy prohibits sexual harassment in the ADP work environment (including at off-site, work-related events) in any form against any Associate, worker, or third party with whom ADP interacts, including vendors and clients. The policy is very broad. It does not matter, for example, whether the complainant is male or female, whether the harasser is male or female, or whether the parties involved are of the same gender. In addition to being against ADP values, sexual harassment is or can be prohibited by local laws and regulations, including criminal laws where applicable. It does not matter, however, whether such conduct is unlawful as ADP's policy is an essential part of the employment relationship worldwide.

The ADP Legal Department is responsible for the interpretation and administration of this Policy.

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1. Prohibited Conduct

Sexual harassment includes behavior that is sexually explicit or implicit, inappropriate, not welcome, offensive, and/or that may interfere with the effectiveness of the workplace or the work performance and effectiveness of its complainant.

It can include other behavior, including verbal and physical conduct or display of visual or written information that is suggestive of sexual advances or activity. Conduct that is not intended to be sexual harassment, including inappropriate touching or intimacy, may also objectively be deemed harassment.

2. Examples of Prohibited Conduct

Specific examples of sexual harassment include actions where:

- submission to certain conduct is made explicitly or implicitly a term or condition of an individual's employment or work status – for example a request for sexual favors or other verbal or physical harassment when the complainant must submit to the conduct as a term or condition of continued employment or promotion;
- conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This can include, for example, off-color humor, unwelcome touching and repeated teasing and taunting.

Other examples of sexual harassment include, but are not limited to, specific sexual advances, including by text, email or other visual forms or media; any proposition of a sexual or unwelcome nature; inappropriate touching; sexually-oriented gestures, noise, remarks, innuendos, or jokes directed at or made in the presence of a person; and any posted displays of pictures, cartoons or other materials that are in any way sexually revealing, suggestive, demeaning or pornographic.

Sexual harassment may include other behavior aimed solely at the complainant because of the complainant's sex, such as: repeated derogatory or abusive comments, berating or other disrespectful tones or language, or damaging personal property.

While the definition of sexual harassment is not static and often depends on the facts and circumstances of each case, ADP Policy requires that all Associates familiarize themselves with the fundamental objectives of the Policy.

B. Other Harassment or Discrimination

Discrimination or harassment on the basis of a protected characteristic other than gender/sex is also strictly prohibited. Prohibited harassment or discrimination occurs when a person is treated differently, or subjected to verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, because of their characteristic(s), and that (1) creates an intimidating, hostile or offensive work environment, (2) interferes with the individual's work performance, or (3) adversely affects the individual's well-being, performance or employment opportunities.

III. Complaint Procedure

ADP is committed to eradicating any form of discrimination, harassment or retaliation prohibited by this Policy. To further that end, ADP has adopted the following procedure for making complaints about prohibited conduct.

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This procedure may be adapted, supplemented or amended if and to the extent required by law applicable to the workplace. The HR Governance Council is responsible for approving any such adaptations or changes if required.

A. Reporting

No one is required to report any prohibited conduct to anyone delineated above who may be hostile, who has engaged in such conduct, who is a close Associate of the person who has engaged in the conduct in question, or with whom the Associate is uncomfortable discussing such matters. If such circumstances arise, the Associate should bypass that person and utilize one of the other avenues available. Complaints regarding discrimination, harassment or retaliation may be oral or in writing, but in either form should clearly detail the basis of the complaint. It is recommended that complaints be made in writing. There will be no action taken against anyone who complains of discrimination, harassment or retaliation, unless such complaint is demonstrated to be intentionally false.

Anyone who has been subjected to conduct prohibited under this Policy, and anyone who has witnessed or has knowledge of such conduct should report this information to one of the following:

- their manager or supervisor (associates and contingent workers only);
- their human resources business partner (associates and contingent workers only);
- their division human resource representative (associates and contingent workers only);
- the Associate Relations Center of Excellence at HR.Associate.Relations@adp.com or 877-237-4711, menu option #7 (U.S. and Canada Only) (associates, contingent workers, and third parties);
- the Ethics Helpline at adp.ethics.helpline@adp.com, adp.ethicspoint.com or one of the global toll free telephone numbers listed [here \(associates, contingent workers, and third parties\)](#);

Corporate Legal at One ADP Blvd., MS 325, Roseland, NJ 07068, (973) 535-7377 or (800) 273-8442 (associates, contingent workers, and third parties).

Individuals who are offended by the action of another may also opt to make the offending party aware that such action is or was offensive, and may request that the person avoid taking such action in the future. Individuals may but are not required to take this step before utilizing the above Complaint Procedure.

Nothing in this Policy is intended to prohibit an Associate from lodging a complaint with the applicable legal or regulatory authorities in their jurisdiction.

B. Investigation

Upon receipt of a complaint regarding alleged discrimination, harassment or retaliation, or of information regarding such an occurrence, an expeditious and good faith investigation will be conducted. The individual receiving the complaint must immediately contact their HRBP (Human Resources Business Partner).

During the investigation, confidentiality will be preserved to the extent possible without compromising the Company's ability to conduct a good faith and thorough investigation.

Individuals contacted in the course of an investigation will be treated with respect and consideration.

If at the end of the investigation misconduct is found, appropriate remedial measures will be taken.

C. Anti-Retaliation

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ADP prohibits any retaliation or reprisal against anyone who has made a complaint of discrimination, harassment or retaliation, including, but not limited to, sexual harassment, or has expressed a concern about discrimination, harassment or retaliation, or has cooperated in an investigation into such conduct.

Individuals who provide knowingly false information in the course of an investigation may be subject to discipline, up to and including termination. However, the initiation of a complaint, in good faith, will not under any circumstances be grounds for discipline. It is a violation of Company policy and may also be a violation of applicable law for an individual to be disciplined or otherwise disadvantaged as a result of good faith resort to the Complaint Procedure.

IV. Enforcement

All managers and supervisors are responsible for:

- Implementing the ADP Policy on Harassment, Discrimination and Retaliation, which includes but is not limited to, sexual harassment;
- Ensuring that all Associates they supervise have knowledge of and understand the Policy;
- Assisting, when necessary, in the Complaint Procedure above;
- Taking and/or assisting in prompt and appropriate discipline when necessary to ensure compliance with the Policy; and
- Conducting themselves in a manner consistent with the Policy.

ADP's Complaint Procedure is available to all ADP Associates, contingent workers, vendors, and clients, who believe they have been subjected to, or have knowledge of, discrimination, harassment or retaliation of any kind including, but not limited to, sexual harassment or retaliation in the ADP work environment

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Illinois:

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: www.illinois.gov/dhr
Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it.

This notice is available for download at: www.illinois.gov/dhr

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