# Maintaining a Safer Workplace Policy

## Purpose

Alight is committed to the goal of providing a safe work environment without violence or weapons. Acts of violence or abusive or threatening behavior, including verbal, written, or other nonverbal threats, or physical attacks at or around any Alight facility, at Alight-sponsored events, and at any client sites or other location where the Alight colleague performs work will not be tolerated. Weapons are prohibited in the workplace, as well as in any personal motor vehicle brought to the premises, subject to local laws and regulations. Colleagues, contractors and visitors who have licenses to carry weapons must also comply with this policy at all times. Alight colleagues will not encourage, initiate, or engage in workplace violence. This also applies to behaviors with clients, vendors/suppliers, and contractors. The purpose of Alight’s position is to stop potentially violent, abusive, or threatening situations before they start or escalate.

## Scope

The scope of this Policy is global, which includes all business units, all regions, and all entities of the Hewitt Associates LLC (“Alight”). Alight refers to all wholly-owned subsidiaries of Hewitt Associates LLC, all subsidiaries in which Hewitt Associates LLC has a controlling interest, and all agents or authorized representatives of Hewitt Associates LLC or its subsidiaries.

## Applicable Audience

This Policy, and the prohibitions within in it, applies to all Alight colleagues, clients, contractors, vendors/suppliers, employees of temporary agencies, and visitors in our workplace.

The term "colleague" refers to all full-time employees, part-time employees, temporary employees, and interns who provide services to Alight. The term “contractor” refers to any individual on another company’s payroll (contactors, outsourcers, consultants, contingent workers, temporary agency workers, etc.) who provides services to Alight. The term “vendor/supplier” refers to all other third parties with which Alight does business.

## Compliance & Enforcement

Compliance with this Policy is mandatory.

Colleagues who encourage, initiate, or engage in workplace violence, or otherwise violate this policy, will be subject to disciplinary action up to and including fitness-for-duty evaluations and termination, depending on the severity of the actions. Violators also may be subject to civil or criminal penalties. This is subject to the procedural requirements of the countries in which Alight operates. Alight reserves the right to refer for prosecution any violations of this policy.

This Policy constitutes the current Policy with respect to its subject matter, and it supersedes and replaces all previous policies relating to its subject matter. Alight reserves the right to modify the Policy at its sole discretion at any time with the intent to update on an annual basis.

## Policy Statements

### Definition of Workplace Violence

Workplace violence includes any act against an individual or group that injures or creates a reasonable fear of injury, whether physical or emotional. Examples of violent, abusive, or threatening behavior are listed below. These behaviors and/or any other acts of workplace violence will not be tolerated in the workplace.

* 1. Physically harming others, such as fighting, hitting, biting, kicking, pushing or shoving another person.
  2. Threatening, either directly or indirectly, to inflict physical or other harm on oneself, an individual (colleague, client, or vendor), his or her family, or property.
  3. Harassing, intimidating, bullying, or stalking another person.
  4. Using obscene, abusive, or threatening language or gestures.
  5. Displaying loud, angry, or disruptive behavior that puts others in reasonable fear of being harmed and creating a hostile and intimidating work environment.
  6. "Acting out" in a physical manner, such as punching a wall or kicking objects.
  7. Intentionally damaging or destroying Alight property (including client material) or property of another.
  8. Engaging in reckless behavior that threatens the physical safety or well-being of others.
  9. “Humorous” comments relating to violence or emphatic statements making reference to violence, regardless of the colleague’s intentions.
  10. Possessing or using weapons of any kind, or threatening someone with any object that could reasonably be perceived as a weapon.
  11. Possessing or implying the possessing or presence of ammunition, gunpowder, explosives, explosive making materials, or harmful biological or chemical agents or substances.

### Colleagues’ Duties & Responsibilities

* 1. In addition to refraining from the behaviors and acts defined under Workplace Violence above, colleagues are responsible for immediately reporting to their manager, Human Resources (HR) , or Global Security Services (GSS) Global Protection Services (GPS) any threats, acts of violence, behaviors or activities that pose a safety risk to themselves or others in the workplace. All colleague reports made pursuant to this policy will be held in confidence to the maximum extent possible. Alight prohibits any form of retaliation against any colleague for making a good faith report under this policy.
     1. To report an incident or threat to GSS GPS please contact our Global Emergency Operations Center (GEOC) at one of the following numbers. Hong Kong: 30134364  |  India: 00 0800 440 2479  |  Singapore: 1 800 818 5201  |  UK: 0800 328 6211  | Americas +1-866-730-1442 |  Australia: 1 800 052 736 | All other international locations: +1-443-569-8235. GEOC will gather some preliminary information and immediately forward the information about the situation to a member of GSS GPS for further action.
  2. Colleagues are required to cooperate fully in any investigations or assessments of alleged workplace violence. Failure to cooperate will result in disciplinary action up to and including termination or as guided by local statutes.
  3. Documentation: All material which relates to incidents of workplace violence must be gathered, preserved, and maintained until GSS and legal counsel determine the proper disposition of such information. The information must be maintained in a confidential manner.
  4. Alight recognizes that threats to our workplace could result from external parties such as former employees, spouses/partners or others with no immediate connection to Alight. Colleagues who become aware of any situation involving a third-party that could result in that person causing potential harm to another Alight colleague (e.g., domestic violence, stalking, or other threats) are expected to follow the same reporting procedures noted above.
  5. Colleagues that apply for or obtain a temporary or permanent protective or restraining order must present copies of any petition or declaration seeking such orders, proof of service, and a signed court order to GPS or Human Resources.
  6. Alight offers confidential counseling through our Employee and Family Assistance Program to colleagues who are experiencing safety-related stress in their personal or professional lives. Colleagues will not jeopardize their employment by seeking help.

## Applicable Standards

* Health & Safety Policy (UK)
* Diversity & Equal Opportunities Policy (UK)
* Alight’s Code of Business Conduct
* Harassment and Discrimination Policy

## References & Mandates

* None

## Legal Conflicts

Alight’s Security Policies and Standards were drafted to address the protections found in existing laws and regulations and may be amended as necessary due to law, regulation, or business requirements. There is no intent to conflict with relevant local laws or regulations. In the event of any conflict with relevant local laws or regulations, they will control.

Alight’s Security Policies and Standards may be supplemented by other policies or standards of Alight. In the case of a conflict or ambiguity, the more specific provisions of any such policy or standard of Alight shall take precedence over the more general provisions contained in Alight’s Security Policies and Standards.

## Exceptions

Application of the global physical security policies and standards may vary by region and office, and exceptions and variations may occur, if and when approved by GSS GPS. Please contact GSS GPS at [global.security.services@aon.com](mailto:global.security.services@aon.com) for further guidance on any exceptions or variations that may apply.

## Communications

All communications with third parties, including the news media, about a violent workplace incident will be handled by a designated spokesperson. Employees should refer all media inquiries to the designated spokesperson and not to speak to the media themselves. Questions regarding this Policy should be directed to GSS GPS at [global.security.services@aon.com](mailto:global.security.services@aon.com).

# Document Control Information

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| Primary Contact | Alight Global Security Services | [global.security.services@aon.com](mailto:global.security.services@aon.com) |
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| Owner | Alight Global Security Services | Global Protection Services |
| Author(s) | Alight Global Security Services | Global Protection Services |
| Approved By | Jim Hartley, Chief Information Security Officer |
| Approval Date | May 1, 2017 |
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# Revision History

Revision History

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| --- | --- | --- | --- |
| Revision Level | Date | Description | Change Summary |
| 1.0 | 2012 March | Original | Restructured policy due to Aon Hewitt acquisition |
| 2.0 | 2013 May | Update | Update and synchronize content with HR |
| 2.1 | 2013 June | 2013 Annual Review | Reviewed and validated |
| 2.2 | 2014 June | 2014 Annual Review | Reviewed and validated |
| 2.3 | 2015 June | 2015 Annual Review | Reviewed and validated |
| 2.4 | 2016 June | 2016 Annual Review | Clarified wording and replaced all instances of Security Risk Management (SRM) with Global Security Services (GSS) to reflect new organization name. |
| 2.5 | 2017 January | 2017 Update | Name change from Corporate Protection Services (CPS) to Global Protection Services (GPS) |
| 2.6 | 2017 May | 2017 Rebranding | Rebranded policy due to Aon Hewitt divestiture |
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