



PERSONAL CONTACT INFORMATION

The address & email address below should be your current mailing & email address. Your paycheck will be sent to this mailing address. This email address will be used to relay important dates, reminders and benefit information.

Name	
Street Address	
City, State, Zip Code	
Home Phone Number	
Work Phone Number	
Cell Phone Number	
Email Address	

EMERGENCY CONTACT INFORMATION

1 st Emergency Contact	
Relationship	
Home Phone Number	
Work Phone Number	
Cell Phone Number	
2 nd Emergency Contact	
Home Phone Number	
Work Phone Number	
Cell Phone Number	



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4170 Ashford Dunwoody Rd., Suite 580
Atlanta, GA 30319
404-257-1004 Fax

Harassment and Discrimination Policy

Insight Global, Inc. prohibits harassment or discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status, amnesty, status as a covered veteran or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws. We have adopted a zero-tolerance policy towards sexual harassment, towards other forms of unlawful harassment, and towards workplace discrimination of any kind. This zero tolerance policy means that any employee found to have engaged in prohibited harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

All unlawful harassment or discrimination is prohibited. Insight Global, Inc. is committed to maintaining a work environment that is free of discrimination. It is our policy and practice to maintain and foster a work environment in which all employees are treated with decency and respect. No form of unlawful discriminatory conduct towards any employee, client, contractor, or vendor will be tolerated. Any suspected incidents of harassment or discrimination should be *immediately* reported to the Human Resources Manager, Sales Manager, Regional Manager, or any Officer of the Company.

This policy prohibits all forms of illegal harassment and discrimination (not only sexual harassment), including harassment or discrimination based on race, color, religion, gender, sexual orientation, age, national origin, disability, marital status, amnesty, status as a covered veteran or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws.

Under this policy the terms, harassment or sexual harassment, apply equally to all unlawful forms of harassment and discrimination.

For the purposes of this policy, sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: (1) submission to such conduct is made in an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individuals; or (3) 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.

Unlawful harassment may take many forms, including: (1) Offensive and unwelcome sexual propositions, whether or not the employee submits to the invitation, and particularly when a spoken or implied quid pro quo (this for that) for sexual favors is a benefits of employment or continued employment; (2) Offensive and unwelcome verbal conduct including epithets, derogatory comments, slurs, and verbal conduct of a sexual nature, such as sexual innuendo, sexually-graphic spoken comment, and sexual advances, invitations or comments; offensive comments transmitted by e-mail or another messaging media; (3) Transmitting or displaying offensive or suggestive images or graphics, whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects, magazines or videos; or (4) Offensive and unwelcome physical contact such as assault or unwelcome physical contact of a sexual nature, including touching another person's body, touching or display of one's own body, or any similar contact.



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Job assignments and all other tangible employment decisions may not be based on acquiescence to or acceptance of harassment or discrimination in any form. All employees should be aware that all employees, supervisors and partners are prohibited from making any decision regarding job assignment or reassignment, compensation, promotion or demotion, termination or commencement of employment, or any other decision involving tangible employment action, based in whole or in any part on any person's exposure to, submission to, acquiescence in, or complaint about, sexual harassment or any other form of unlawful harassment or discrimination.

Employees are cautioned that inappropriate content distributed through any electronic media, including e-mail or the Internet, may constitute harassment and/or discrimination. Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as offensive based on sex, age, race, gender, color, religion, sexual orientation, national origin, disability, marital status, amnesty, status as a covered veteran or any other characteristic protected by federal, state or local laws. This includes, for example, creating and/or forwarding of offensive "humor" which contains sexually offensive terms, or terms which are offensive to any race, sex, religion, national origin group, or other protected group.

Employees are not authorized to use any company computer, computer system, network, or software for the preparation, transmission, or receipt of messages or graphics that may be deemed harassing or discriminatory. Employees are reminded that Insight Global, Inc. reserves the right to monitor its computers, computer systems, and networks, with or without notice.

Any employee who believes he or she has experienced or witnessed unlawful harassment or discrimination of any kind **must immediately report the incident or suspected incident of harassment or discrimination** to the Human Resources Manager, Sales Manager, Regional Manager, or any Officer of the Company. Employees who are aware of acts of discrimination and fail to report those acts may be subject to disciplinary action, up to and including termination.

Insight Global, Inc. is committed to taking all reasonable steps to prevent harassment and discrimination. The Company will make every reasonable effort to promptly and thoroughly investigate any allegations of harassment or discrimination, and, in the event the investigation confirms that a violation of this anti-discrimination and harassment policy has occurred, take appropriate corrective action against any employee or supervisor found to have engaged in harassing or discriminatory conduct, including any appropriate disciplinary action up to and including termination. However, Insight Global, Inc. cannot take prompt and effective remedial action unless each employee, manager or partner immediately reports any incident or suspected incident of harassment or discrimination to the appropriate point of contact.

Every report of harassment or discrimination will be investigated promptly and impartially, with reasonable efforts to maintain employee confidentiality consistent with the needs of the investigation. All employees, managers and partners are expected to cooperate fully and in good faith with the investigation; failure to do so is grounds for disciplinary action, up to and including termination of employment. Any internal findings will be documented, and the affected parties to the investigation will be informed of the results. In the event that Insight Global, Inc. determines that a violation of this policy has occurred, prompt corrective action will be taken. Employees or supervisors found to have engaged in any harassing or discriminatory conduct prohibited by this policy will be subject to disciplinary action, up to and including termination of employment.

Insight Global, Inc. will not retaliate against anyone for making a good faith claim of harassment or discrimination. Our no-retaliation standard applies to all complaints made in good faith regardless of the outcome of the investigation.



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Employees, managers and partners are not authorized nor permitted to retaliate or to take any adverse employment action against any employee for reporting unlawful harassment or discrimination. Any employee who feels he or she has been retaliated against in violation of this no-retaliation policy must immediately notify the Human Resources Manager, Sales Manager, Regional Manager, or Officer of the Company. Insight Global, Inc. will immediately investigate claims of retaliation, and, if necessary, take prompt corrective action. Any employee who has been found by Insight Global, Inc. to be responsible for retaliating against an employee for reporting inappropriate harassing or discriminatory behavior will be subject to appropriate disciplinary action, up to and including immediate termination.

Please contact the Human Resources Manager, Office Manager, Regional Manager, or Officer of the Company with any questions about this policy, any incident that you believe to be in violation of this policy, or Insight Global, Inc.'s commitment to maintaining a workplace free of discrimination and harassment.



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Equal Opportunity Employment Policy

Insight Global, Inc. will not discriminate against any employee, current or potential, based on race, color, religion, gender, sexual orientation, age, national origin, disability, marital status, amnesty, status as a covered veteran or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws. Our policy not to discriminate in employment includes, but is not limited to:

- Employing those applicants who possess the necessary skills, education & experience.
- Promoting, upgrading, transferring, demoting, recruiting, advertising or soliciting for employment.
- Training and selecting for training.
- Prohibiting employees from aiding, abetting, compelling, coercing or conspiring to discharge or cause another employee to
- Establishing rates of pay & terms, conditions & privileges of employment

It is the responsibility of all employees to further the implementation of this policy and insure conformance herewith. Employees in a leadership position as well as those responsible for hiring new employees must take all necessary action to ensure that all employment actions comply with this policy.

The Regional Manager is the individual with primary responsibility for ensuring compliance with this policy at all levels of his/her respective office. The Regional Manager shall work with each of his/her offices to further the implementation of this policy and monitor progress.

Any questions or concerns regarding this policy should be brought to the attention of the Human Resources Manager, Sales Manager, Regional Manager, or any Officer of the Company.



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Disability Accommodation Policy

Insight Global, Inc. does not discriminate against any qualified current or future employee with regard to any terms or conditions of employment due to his or her disability or perceived disability if he or she can perform the essential functions of the position.

Consistent with our Equal Opportunity (EEO) policy, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made us aware of his or her disability, provided that the accommodation does not constitute an undue hardship.

Under this policy, an individual with a disability is defined as any person who has a physical or mental impairment, which substantially limits one or more of his or her major life activities, has a record of such impairment or is regarded as having the impairment.

Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Please contact the Human Resources Manager, Sales Manager, Regional Manager or any Officer of the Company if you have any questions regarding this policy or wish to request an accommodation under this policy.





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Policy Acknowledgement Form

I, _____, have read and understand the following Insight Global, Inc. policies:

- Harassment and Discrimination Policy
- Equal Employment Opportunity Policy
- Disability Policy

Signature

Date



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