

Consultant Personal Contact Information

Name	SANTOSH BABU ENDLA
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City, State, Zip	DN Collierville, TN, 38017
Cell Phone Number	210-410-1194
Home Phone Number	
Work Phone Number	210-593-8405
Email Address	santoshbabuen@gmail.com
1 st Emergency Contact Name	Karthik Merugu
Relationship	Cousin
Cell Phone Number	662-889-8811
Home Phone Number	
Work Phone Number	
2 nd Emergency Contact Name	Jaweed Mohammed
Relationship	Uncle
Cell Phone Number	210-286-3108
Home Phone Number	
Work Phone Number	

Equal Opportunity Employment Policy

Insight Global's policy is to provide equal employment opportunity for all applicants and employees. Insight Global will not discriminate against any employee, current or potential, based on race, color, religion, gender, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity or expression, age, ancestry, national origin, mental or physical disability, medical condition, family and medical leave status, genetics, marital status, amnesty, military or covered veteran status or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws. Insight Global will also make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including job selection, job assignment, compensation, promotion, discipline, termination, and access to benefits and training.

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 violate the terms of this policy.
- Establishing rates of pay & terms, conditions & privileges of employment.

It is the responsibility of all employees to further the implementation of this policy and ensure 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 offices. 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 Department, Sales Manager, Regional Manager, or any Officer of the Company. Employees may raise good faith concerns and make good faith reports of potential violations of this policy without fear of reprisal. Anyone found to be engaging in any type of discrimination or unlawful retaliation will be subject to disciplinary action, up to and including termination of employment.

Anti-Harassment and Non-Discrimination Policy

Insight Global, LLC ("Insight Global" or the "Company") prohibits harassment or discrimination on the basis of race, color, religion, gender, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, gender identity or expression, age, ancestry national origin, mental or physical disability, medical condition, family and medical care leave status, genetics, marital status, amnesty, military or covered veteran status or any other attribute or characteristic protected by law in accordance with applicable federal, state and local laws ("Protected Characteristics"). This policy prohibits harassment of applicants, interns, employees, consultants and contractors by managers, supervisors, or co-workers. Similarly, the Company will not tolerate harassment by its employees of non-employees with whom Company employees have a business, service or professional relationship. The Company also will attempt to protect applicants, interns, employees, consultants and contractors from harassment by non-employees in the workplace. Any employee found to have engaged in harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

All unlawful harassment or discrimination is prohibited. Insight Global is committed to maintaining a work environment that is free of unlawful 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 (1) the Human Resources Department and (2) the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter 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 any of the Protected Characteristics listed above.

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 explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used or threatened to be used as the basis for employment decisions; or (3) such conduct has the purpose or effect of unreasonably 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 made in relation to employee's 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 comments, and sexual advances, invitations or comments; and/or 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.

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 any of the Protected Characteristics listed in this policy. This includes, for example, creating and/or forwarding of offensive "humor" which contains sexually offensive terms, or terms which are offensive based on any Protected Characteristic.

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 the Company 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 (1) the Human Resources Department, and (2) the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter or any officer of the Company. Supervisor-level employees who observe or receive a report of unlawful harassment or discrimination must immediately report such misconduct to the Human Resources Department. Further, any employee who is aware of acts of discrimination or harassment and fails to report those acts may be subject to disciplinary action, up to and including termination.

Insight Global is committed to taking all reasonable steps to prevent harassment and discrimination. The Company will promptly, impartially, and thoroughly investigate any allegations of harassment or discrimination, and, in the event the investigation confirms that a violation of this anti-harassment and non-discrimination policy has occurred, the Company will take appropriate corrective action against any individual found to have engaged in harassing or discriminatory conduct, including any appropriate disciplinary action, up to and including termination. Insight Global will make reasonable efforts to maintain employee confidentiality consistent with the needs of the investigation, to document internal findings, and to inform affected parties of the results.

All employees and managers are expected to cooperate fully and in good faith with any investigation. Individuals who do not cooperate with an internal investigation or are found to have engaged in any harassing or discriminatory conduct will be subject to disciplinary action, up to and including termination of employment.

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

Employees and managers are not authorized nor permitted to retaliate or to take any adverse employment action against any employee for making a good faith report of 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 (1) the Human Resources Department, and (2) the appropriate Sales Manager, Regional Manager, or Officer of the Company. Insight Global will immediately investigate claims of retaliation, and, if necessary, take prompt corrective action. Any employee who has been found by Insight Global to be responsible for retaliating against an employee for making a good faith report of inappropriate harassing or discriminatory behavior will be subject to appropriate disciplinary action, up to and including immediate termination.

Please contact the Human Resources Department, 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's commitment to maintaining a workplace free of discrimination and harassment.

Disability Accommodation Policy

Insight Global, LLC ("Insight Global" or the "Company") is committed to complying with all applicable provisions of the Americans with Disabilities Act (the "ADA") and any related state and local laws. Insight Global does not discriminate against any qualified applicant or 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 with or without reasonable accommodation.

Consistent with our Equal Employment Opportunity (EEO) policy and this policy of non-discrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and applicable state and local laws, who has made us aware of his or her disability, provided that the accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job are strongly encouraged to contact the Human Resources Department or the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter to discuss such accommodation.

Upon receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you (either in person or telephonically) to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Company might make to help overcome these limitations. The Company will determine the feasibility of the requested accommodation considering various factors consistent with applicable law. You may be required to provide medical information directly or through your doctor in connection with the accommodation request.

Applicants who pose a direct threat to the health or safety of him or herself, or 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 him or herself, or the other individuals in the workplace will be placed on appropriate leave until the Company, in conjunction with the employee, determines whether a reasonable accommodation can alleviate the threat of harm.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidentially as possible, consistent with the needs to conduct any investigation and with applicable law. Employees and managers are not authorized nor permitted to retaliate or to take any adverse employment action against any employee for making a good faith report of unlawful 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 Department and is encouraged to notify the appropriate Sales Manager, Regional Manager, Account Manager, Recruiter, or any officer of the Company. Insight Global will promptly investigate claims of retaliation and, if necessary, take prompt corrective action. Any employee who has been found by Insight Global to be responsible for retaliating against an employee for making a good faith report of discriminatory behavior will be subject to appropriate disciplinary action, up to and including termination.

Insight Global, LLC
4170 Ashford Dunwoody Road, Suite 250
Atlanta, GA 30319
Office: (404) 257-7900



Policy Acknowledgement Form

I, Santosh Babu Enalla, have read and understand the following Insight Global, LLC policies:

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

Santosh

Signature

08/21/2017

Date

| Insight Global LLC