



# Onsite Conduct Rules for Service Provider Employees

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## I. Introduction

These Onsite Conduct Rules for Service Provider Employees (“Rules”) are required for all employees (including contractors and subcontractors) of Equifax Service Providers (“Service Provider Employees”) who provide services to Equifax at any of its facilities pursuant to a written agreement between Equifax and a third party providing services to Equifax (“Service Provider”). These Rules are provided to inform Service Provider Employees of key policies and expectations of Equifax that apply to them while at Equifax facilities as well as their obligations that pertain to any information that they may gather and maintain in the course of working onsite at Equifax. Adherence to the policies set forth in these Rules is expected, and compliance is mandatory.

All Service Provider Employees must, under the direction and control of their respective employers, comply with these Rules, as well as with all laws and regulations applicable to Equifax. All Service Providers to Equifax shall ensure that their Service Provider Employees are aware of and comply with these Rules.

These Rules do not create an employment relationship between Service Provider Employees and Equifax.

Further, Equifax reserves the right to revise these Rules at any time.

## II. Equal Opportunity

Equifax prohibits unlawful discrimination in the workplace and when conducting Equifax business. Unlawful discrimination includes discrimination against anyone because of race, color, religion, age, sex/gender (including pregnancy, childbirth or related medical conditions, transgender status or sex-based stereotype), marital status, sexual orientation, gender identity or expression, service in the Armed Forces, national origin, physical or mental disability, genetic information, citizenship status, or any other status protected by law.

## III. Harassment

Equifax does not tolerate harassment by or against Service Provider Employees or by or against employees, applicants, vendors, or customers; and our policy is to maintain a working environment free from harassment. Any form of harassment related to an individual's race, color, religion, age, sex/gender (including pregnancy, childbirth or related medical conditions, transgender status, or sex-based stereotypes), sexual orientation, gender identity or expression, service in the Armed Forces, national origin, physical or mental disability, genetic information, citizenship status, or any other status protected by law is a violation of these Rules.

Harassment is unwelcome conduct toward an individual because of his or her race, color, religion, age, sex/gender (including pregnancy, childbirth or related medical conditions, transgender status, or sex-based stereotypes), marital status, sexual orientation, gender identity or expression, service in the Armed Forces, national origin, physical or mental disability, genetic information, citizenship status, or

any other status protected by law, when the conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited harassment include:

- Offensive remarks, negative stereotyping, comments, jokes or slurs, or other verbal or nonverbal conduct, pertaining to or showing hostility or intimidation toward a person because of his or her race, color, religion, age, sex/gender (including pregnancy, childbirth or related medical conditions, transgender status, or sex-based stereotypes), sexual orientation, gender identity or expression, service in the Armed Forces, national origin, physical or mental disability, genetic information, citizenship status or any other status protected by law;
- Offensive sexual remarks, sexual advances, flirtations, propositions, requests for sexual favors or other verbal or nonverbal conduct of a sexual nature, regardless of the gender of the individuals involved;
- Unwelcome or offensive physical conduct, including touching, regardless of the gender of the individuals involved;
- Display of offensive or derogatory pictures, drawings or photographs, including those sent by email; and
- Threatening reprisals for an individual's refusal to respond favorably to sexual advances, requests for sexual favors, or for reporting harassment.

If you believe that you are being harassed, if you believe that someone else is being harassed, or if you believe you have been retaliated against for complaining of harassment, you should promptly report it without fear of reprisal if the report is made in good faith. You have several options for making a report:

- Talk to your supervisor or a human resources representative of your employer.
- Call the Equifax Ethics and Compliance Hotline toll free @ 1-877-482-5252, 24 hours a day/7 days a week. You may remain anonymous in making a complaint via the hotline.
- Contact The Equifax Code of Conduct Office by mail: Equifax Code of Conduct Office, Mail Drop H-53, 1550 Peachtree Street, Atlanta, GA 30309 or by email: [codeofconduct.office@equifax.com](mailto:codeofconduct.office@equifax.com).

Equifax will respond appropriately to complaints of harassment by or toward Service Provider Employees. Retaliation against individuals who in good faith report harassment or discrimination or who assist in an investigation of alleged harassment or discrimination is expressly prohibited.

**Engaging in harassment prohibited by Equifax will result in a Service Provider Employee being unable to perform services onsite for Equifax.**

#### **IV. Conduct in the Workplace**

Service Provider Employees are expected to work and conduct themselves in a professional manner. Professional behavior is expected while on Equifax premises and while performing Equifax business. Certain behaviors are unacceptable in the workplace and may result in the termination of services. While it is impossible to list everything that might constitute unacceptable conduct, some examples include but are not limited to: possession or use of a weapon; dishonest or fraudulent acts; fighting; disruptive or abusive behavior; unwelcome physical contact; abusive or intimidating language, gestures or behaviors; written, verbal and/or physical threats; unwarranted destruction or sabotage of materials, equipment, records or other Equifax property or the property of Equifax employees, Contingent Workers, customers, and vendors; inappropriate use of Equifax equipment or systems including the internet, intranet or e-mail; stalking another person to include persistent, unwanted contact; intentionally violating or disregarding established safety rules and practices; openly discussing any Equifax confidential information without regard to the audience around you; or any unlawful activity. Service Provider Employees are expected to protect the privacy and confidentiality of any information, learned, gathered, and/or maintained in the course of working onsite at Equifax.

#### **V. Use of Equifax Resources**

Any use of Equifax assets, resources, or equipment, including the Equifax computers and information systems, must be solely for Equifax business purposes and must be consistent with all Equifax policies and guidelines, as directed by Equifax. Service Provider Employee's may not use any Equifax resource in violation of law and must not allow other people, including friends and family, to use Equifax resources. Service Provider's Employees should avoid any usage that might lead to loss or damage, including the introduction of viruses or a breach of Equifax security.

The following uses of Equifax resources are prohibited:

- Personal use
- Unauthorized access or disclosure of any information learned, gathered and/or maintained in the course of working onsite at Equifax or misuse of resources
  - This includes, without limitation, emailing or otherwise removing confidential or proprietary Equifax information or documents from the Equifax environment
- Use that is or may be viewed as insulting or offensive

Equifax may, as allowed by applicable law, monitor, access and inspect all Equifax resources that Service Provider Employees may use, including Equifax computers, servers and systems, telephones, voicemail and email systems, desks, lockers, cabinets, vehicles and other equipment belonging to Equifax. For reasons related to safety, supervision, security, confidentiality and other concerns, Equifax may inspect persons and property on Equifax premises at any time and without notice, as allowed by applicable law. Service Provider Employees should not have any expectation of personal privacy in any messages or records created, transmitted or stored by means of Equifax systems. Equifax owns all business emails, voicemails and any other data of any kind stored on or transmitted by Equifax equipment. All Equifax equipment and resources provided to Service Provider Employees to perform work for Equifax must be returned to Equifax in good condition at the termination of the Service Provider Employee's assignment.

## VI. Miscellaneous

**Dress code:** Service Provider Employees should follow the dress code of the Equifax office to which they are assigned. Attire and grooming must be appropriate for the business environment.

**Solicitation/distribution:** Service Provider Employees may not solicit any Equifax employee during the Equifax employee's working time for purposes not related to their Equifax engagement.

**Drugs and Alcohol:** Use or possession of illegal drugs or other mind-altering substances by Service Provider Employees when on Equifax premises or performing work for Equifax is prohibited.

**Consumption of alcohol by Service Provider Employees or being under the influence of alcohol while performing Equifax work is prohibited.**

**Media Relations:** Service Provider Employees are not authorized to speak to the media on behalf of Equifax and any contact from a member of the news media must be referred to Equifax Public Relations.

**Use of personal or Service Provider equipment while at Equifax:**

- No pictures, videos permitted while on site at Equifax.
- Personal or Service Provider Cell Phones initiated or received by Service Provider Employees may not be placed on speaker in public areas.
- Removable devices or media such as, but not limited to mobile devices, USB drives, magnetic tapes, DVDs and CDs

These Rules must be read and adhered to in conjunction with the applicable code of conduct and policies (if any) of the Service Provider. In addition, the requirements set out above are not all-inclusive. Any conduct that could raise questions about Equifax's commitment to the highest standards of business ethics and compliance is prohibited.

Service Provider Employees with questions concerning these Rules should contact the Service Provider.

MODIFICATION LOG			
Version #:	Date:	Modified By:	Change/Update Details:
1.0	4.1.2017	Lara Pearson, Global Security	Initial Version
1.1	11.2.2018	Lara Pearson	Annual Update

Signed: \_\_\_\_\_ Date \_\_\_\_\_