



Harassment Prevention Policy

(Illinois)

2019



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Harassment Prevention Policy (Illinois)

TalentWave (the Company) is committed to providing a work environment free of harassment. The Company complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees, TalentWave payrolled contractors, or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees and TalentWave payrolled contractors are expected to comply with the Company's Harassment Prevention policy. While the Harassment Prevention policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee or TalentWave payrolled contractor who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

Any employee who believes that he or she has been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR). The IDHR may be reached at the following locations:

- **Chicago Office:** James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- **Springfield Office:** 535 W. Jefferson Street, 1st Floor, Springfield, Illinois 62702, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.
- Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report his or her concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.