



## INSURANCE RECRUITING SPECIALISTS

### Harassment Policy

- If you feel comfortable doing so, advise the person(s) doing the harassing that their behavior is offensive to you. Ask them to refrain from whatever they are doing or saying.
- If the harassment continues, or if you are uncomfortable approaching the person doing the harassing, take up the matter with the immediate on-site supervisor and with your Insurance Recruiting Specialists supervisor. If the immediate supervisor is part of the problem, or is aware of the problem and has not taken corrective action, then you should direct your complaint to the Insurance Recruiting Specialists' Management.

### Responsibilities

- It is the responsibility of all employees to refrain from harassment of others and to report such behavior in accordance with the above procedures.
- It is the responsibility of any Insurance Recruiting Specialists representative to take immediate action if a field employee has expressed concern that the working environment in which he or she is placed is hostile or violates any part of Insurance Recruiting Specialists' policy.
- All complaints will be promptly investigated. Complaints will be handled as discreetly and confidentially as possible.

A copy of Insurance Recruiting Specialists' policy on harassment is available at any time by contacting your Insurance Recruiting Specialists' supervisor.

I have read and understand the above policy.

Signed,

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Date