



Workplace and Sexual Harassment

INTRODUCTION

Booz Allen is committed to providing a professional work environment and ensuring equal opportunities for all employees and other individuals who provide services to or on behalf of Booz Allen, including maintaining work environments that are free from any form of workplace harassment, sexual harassment, or inappropriate conduct of a sexual nature.

The purpose of this policy is to define sexual harassment, inappropriate conduct of a sexual nature, and workplace harassment, establish the procedures for reporting allegations of harassment or inappropriate conduct of a sexual nature, and set forth the firm's processes for resolving such issues.

SUMMARY OF POLICY

Booz Allen's Workplace and Sexual Harassment policy covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Confirms the firm's commitment to providing a professional work environment free of harassment and discrimination
- Provides definitions and explanations of different types of sexual harassment, inappropriate conduct of a sexual nature and workplace harassment
- Outlines steps to report allegations of harassment or inappropriate conduct of a sexual nature
- Establishes supervisory responsibilities for employees including what to do when they receive a complaint or information about suspected discrimination, harassment, or retaliation, and who to escalate the complaint or information to in order to expedite an investigation
- Provides details on investigations of allegations of harassment or discrimination, maintaining confidentiality and when applicable, disciplinary action
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Provides points of contact and additional resources