

DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION



DESCRIPTION

Schneider is committed to maintaining a work environment that is characterized by mutual respect, professionalism, and the absence of harassment, discrimination, and retaliation.

PRINCIPLES

It is the policy of Schneider that harassment, discrimination, and retaliation are prohibited and will not be tolerated. All managers, supervisors, associates, vendors, and customers are expected to adhere to a standard of conduct which exemplifies and supports a professional work environment free from all forms of harassment, discrimination and retaliation. Schneider is committed to compliance with all federal, state, local and other applicable laws related to the prevention of harassment, discrimination, and retaliation. All associates are required to participate in training every third year, or more frequently to the extent required by state, local or other applicable laws, designed to prevent discrimination, harassment and retaliation; leaders receive additional specialized training.

Harassment or discrimination based on race, color, creed, religion (including religious dress and grooming), sex, (including pregnancy, childbirth, breastfeeding or related medical conditions, gender, gender identity or expression, sex stereotype, transgender), marital status, sexual orientation, genetic background, national origin, age, ancestry, physical or mental disability, handicap, genetic background, military or veteran status or any other classification protected by applicable law (a "Protected Category") is prohibited under this policy and will not be tolerated. Any associate who violates this policy will be subject to disciplinary action up to and including termination of employment. All associates are expected to take prompt and appropriate action to prevent harassment and discrimination in the workplace, whether by Company associates, customers, or vendors.

Nothing in this policy is intended to prevent an associate from engaging in concerted activity protected by law or to interfere with, restrain, or prevent associate communications regarding wages, hours, or other terms and conditions of employment. Associates have the right to engage in or refrain from such activities during non-working time without influence or interference from management.

HARASSMENT

Harassment is defined as unwanted, deliberate or repeated conduct, whether verbal, physical, visual, or virtually, that is based on a person's Protected Category as defined in this policy or as otherwise protected by applicable law. Schneider will not tolerate harassment that affects job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Jokes between co-workers in the same protected classification can also constitute harassment.

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome conduct of a sexual nature, such as sexual advances, sexual flirtations, propositions, displays of sexually suggestive objects or pictures, requests for sexual favors, sexually-oriented teasing or practical jokes, suggestive or insulting sounds, looks, or gestures, or any unwanted physical conduct and other verbal, visual, written or physical conduct of a sexual nature such as comments, innuendos, touching, teasing, joking or intimidation. This conduct, as well as more severe forms of harassment, such as sexual assault, are prohibited.

Expressly or impliedly conditioning a job benefit (or the absence of a job detriment) on sexual favors is also considered sexual harassment. As such, Schneider prohibits unwelcome sexual advances, request for sexual favors, and all other verbal, visual, written, or physical conduct of a sexual or otherwise offensive nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or,

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- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

No associate shall threaten or imply, either explicitly or implicitly, that another associate's or applicant's refusal to submit to sexual advances will adversely affect any condition of that person's employment or career development with Schneider.

WORKPLACE BULLYING BASED ON PROTECTED CATEGORY

Workplace bullying is defined as “repeated, inappropriate behaviors conducted by one or more persons (the perpetrators) against another or others at the place of work or during the course of employment that take one or more of the following forms”:

- Verbal bullying: slandering, ridiculing or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as subject of jokes; abusive and offensive remarks.
- Physical bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: non-verbal threatening gestures, glances which can convey threatening messages.
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.
- Actual or threat of work interference (sabotage) that prevents work from getting done.

COMPLAINT REPORTING PROCEDURES

Schneider is aware that conduct, comments, or behavior that may be offensive to some individuals might be considered inoffensive to others. Because of this, it is difficult for Schneider to learn of and take effective action to halt harassment and discrimination unless the affected individual alerts the appropriate leader or HR Department, both of the occurrence and the fact that the conduct in question is offensive and unwanted.

Associates who believe they are being subjected to or have witnessed harassment, discrimination, retaliation, or bullying have several reporting options available. Schneider encourages affected individuals to tell the alleged harasser or discriminator that they find such behavior offensive and ask them to stop. Regardless of whether you ask that individual to stop, if you feel you have been subjected to conduct that violates this policy you have a duty to promptly notify one of the following individuals (in person, by phone, or by email): your leader, an HR Business Partner, or any member of Schneider leadership. You are not required to report to your direct leader and may instead report concerns to an HR Business Partner.

Leaders in the organization have an additional responsibility above that of other associates. As a leader, if you have learned of or feel that you have witnessed conduct that violates this policy, you have a heightened duty to notify an HR Business Partner of the conduct. Any leader who receives a complaint of harassment, discrimination, retaliation or bullying and fails to immediately report it to HR may be subject to disciplinary action up to and including termination of employment. If the situation poses an immediate danger to health or safety the leader must immediately contact Schneider's Security Services team and/or appropriate law enforcement authorities.

INVESTIGATION PROCEDURES

Schneider will take prompt action to investigate all good faith complaints alleging harassment or discrimination. Persons who raise a concern or complaint or who are interviewed in the course of the investigation are expected to be honest and candid. Interference with investigation efforts (including, without limitation, refusing to cooperate in an investigation without good reason or providing a false statement in an investigation) will not be tolerated and may result in disciplinary action, up to and including termination of employment. If Schneider determines that a confidential investigation is necessary to protect its legitimate business interests, confidentiality will be maintained to the extent possible during the investigation, but complete confidentiality cannot be guaranteed.

If an investigation concludes that inappropriate conduct or a violation of this policy has occurred, Schneider will take appropriate remedial action reasonably designed to halt the behavior. Such remedial measures may include

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discipline, up to and including terminating the employment. If an investigation concludes that a Schneider associate was unlawfully harassed by a supplier, client, contractor, customer, or other regular visitor, Schneider will take appropriate action, which may include the termination of the relationship with the supplier, client, contractor, customer, or visitor.

Employee Assistance Program (EAP) offers support measures to associates. SupportLinc is available 24 hours a day, seven days a week at 1-888-881-5462 or at [Supportlinc.com](https://supportlinc.com) (Group Code: Schneider).

RETALIATION IS PROHIBITED

Retaliation or discrimination against someone for raising a good faith report of harassment, bullying or discrimination is prohibited and will not be tolerated. Retaliation against witnesses or other individuals who cooperate in a related investigation is also prohibited. If you believe that you have been retaliated against, even if the retaliation is subtle, you should report this fact immediately to your HR Business Partner, or any member of Schneider leadership. Anyone found to have retaliated against an individual because of a good faith report of harassment or discrimination or because of cooperation in the investigation of a complaint will be subject to discipline, up to and including termination of employment.

FOR MORE INFORMATION

Contact your HR Business Partner with any questions regarding this policy.

California associates can find additional information at <https://calcivilrights.ca.gov/shpt/>.

Washington associates can find additional information at <https://www.hum.wa.gov/>.

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