

Workplace Respect Policy

Purpose

William Blair strives to foster a professional, collaborative and inclusive work environment. Respecting the dignity of every employee, as well as the dignity of our colleagues, clients, and vendors, fosters a respectful and harmonious workplace, promotes productivity and collaboration, and enhances our reputation. All applicants, employees, partners, contractors, interns and volunteers should enjoy a work environment free from all forms of discrimination. William Blair will not tolerate conduct that constitutes discrimination, harassment or retaliation by partners, supervisors, managers and co-workers as well as by third parties such as contractors, clients or vendors.

Unwelcome conduct that is based on an individual's protected status (or the perception of protected status) is prohibited by law. Protected status includes the following:

- Race
- Color
- Religion
- Sex/Gender (includes gender roles, gender identity and expression, transgender identity, and gender stereotyping including assumptions about a person's appearance or behavior)
- Pregnancy (which includes childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding)
- Family responsibility
- National origin (including language use restrictions)
- Mental and physical disability
- Age
- Ancestry
- Medical condition
- Genetic information
- Marital status
- Veteran status and/or military discharge
- Citizenship status
- Sexual orientation
- Or any other protected status under applicable law

Respectful, professional conduct should extend beyond just those deemed to be unlawful because of a protected status. Any disrespectful or harassing conduct can impact the individual and the workplace and will not be tolerated.

Sexual harassment includes any unwelcome conduct based on gender, sex, or sexual orientation, regardless of the gender of the participants. Examples include but are not limited to:

- Unwanted abuse of a sexual nature including sexual flirtations, advances, propositions, joking, pressure for sexual activity or any sexual favoritism in the workplace (whether explicit or implicit);
- Offensive conduct, including leering, making sexual gestures or the display of offensive sexually suggestive objects or pictures; or
- Offensive contact such as patting, grabbing or brushing against another's body.

Additional examples of conduct that will not be tolerated include (but are not limited to): epithets and slurs, negative stereotyping, intimidating acts, and the display of inappropriate material.

Retaliation against employees and partners who report, complain, or object to discriminatory harassment and/or any other inappropriate conduct, or who file, testify, assist, cooperate, or participate in any investigation or proceeding will not be tolerated. Retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, adversely affecting working conditions or otherwise denying any employment benefit. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated below.

Employee Responsibilities/Reporting

It is incumbent on all partners and employees to maintain a respectful workplace and anyone who either experiences or believes that they have observed inappropriate conduct

is expected to report it. Reports should be directed to one of the following individuals:

- The Chief Human Resources Officer
- Your Human Resources Business Partner
- A member of the Executive Committee or the Extended Leadership Group

These are the individuals who are authorized to receive and act upon complaints of discrimination, harassment and retaliation or other conduct in violation of this Policy on behalf of William Blair. You may also report any conduct in violation of this Policy to your manager, if you choose. This Policy does not require reporting discrimination, harassment, retaliation or other conduct in violation of this Policy to any individual who is engaging in the conduct. In addition, an employee may use William Blair's Anonymous Whistleblower Hotline to report conduct in violation of this Policy.

William Blair's Anonymous Whistleblower Hotline

U.S. employees: +1 833 858 4870

Non-U.S. employees: +1 843 724 1217 (not toll-free)

William Blair's Response

All reports describing conduct that is inconsistent with this Policy will be reviewed and/or investigated promptly. Every William Blair employee is encouraged to cooperate in any review and/or investigation of alleged inappropriate conduct if requested. William Blair will take such actions it deems appropriate based on the review or investigation and the circumstances surrounding the conduct.

Corrective action may include training, changes in reporting relationships and discipline, up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. If the person who engaged in the inappropriate conduct is not employed by William Blair, it will take whatever corrective action is reasonable and appropriate under the circumstances.

Confidentiality

William Blair recognizes that confidentiality may be important to those involved in a complaint and will maintain confidentiality to the extent possible. Complete

confidentiality cannot always be assured. There may be times when it is necessary for the findings and corrective action, to be disclosed to others. However, William Blair commits to disclose information reported pursuant to this Policy only to those who should or need to know.

Additional Contact Information in the United States*

While William Blair hopes that inappropriate conduct can be addressed internally, conduct that is inconsistent with this Policy may also be reported to the Equal Employment Opportunity Commission and/or their respective state agency to file a charge of discrimination, harassment or retaliation through the contact information listed below:

- United States Equal Employment Opportunity Commission Contact Information: +1 800 669 4000 (Voice); +1 800 669 6820 (TTY)
- California Department of Fair Employment and Housing Contact Information: +1 800 884 1684 (Voice); +1 800 700 2320 (TTY)
- Georgia Commission on Equal Employment, Equal Employment Division Contact Information: +1 800 473 6736 (Voice); <http://gceo.state.ga.us>
- Illinois Department of Human Rights Contact Information: +1 312 814 6200/+1 800 662 3942 (Voice); +1 866 740 3953 (TTY)
- Illinois Human Rights Commission Contact Information: +1 312 814 6269 (Voice); +1 312 814 4760 (TTY)
- Massachusetts Commission Against Discrimination Contact Information: +1 617 994 6000 (Voice); +1 617 994 6196 (TTY)
- New York State Department of Labor, Division of Human Rights Contact Information: +1 718 741 8400 (Voice); +1 718 741 8300 (TTY)
- North Carolina Department of Labor, Retaliatory Employment Discrimination Bureau Contact Information: +1 800 625 2267 (Voice); +1 800 669 4000 (TTY)

Related Resources

Chicago Sexual Harassment Prevention Addendum

New York Sexual Harassment Prevention Addendum

This Workplace Respect Policy is applicable to all of our offices. However, country specific policies may also be applicable.

*Jurisdictions outside of the United States do not have comparable reporting agencies.