

  <b>HR - 02</b>	<b>ANTI-HARASSMENT POLICY</b>	<b>English</b>
	<b>Owner:</b> Senior Vice President, Human Resources	<b>Last Review:</b> 2014.07.22
	<b>Department:</b> Human Resources	

## POLICY

The Anti-Harassment policy requires a workplace free from any form of harassment, including sexual harassment and Hubbell requires all employees of Hubbell Incorporated, its subsidiaries and affiliates (collectively, "Hubbell") to join in this commitment and to refrain from any conduct that is harassing or discriminatory. Hubbell does not condone and will not tolerate any form of harassment, particularly where such harassment has the purpose or effect of in any manner interfering with an Employee's employment relationship with Hubbell or creating an intimidating, hostile or offensive working environment.

## SCOPE

This policy applies to all employees of Hubbell Incorporated, its subsidiaries and affiliates.

## PURPOSE

The purpose of this policy is not to regulate personal morality within Hubbell. It is to ensure that at Hubbell all employees are free from harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior may be verbal or written, nonverbal, physical or visual. Examples include but are not limited to the following:

- **Verbal or Written:** unwelcome sexual advances; requests for sexual favors; sexually explicit e-mail or voice mail or texts; sexually explicit social media posts; sexual joking, profanity, vulgar or offensive conversation or jokes; commenting about an employee's physical appearance; sexual innuendoes; repeatedly asking a person out; or conversation about your own or someone else's sex life; or threatening a person.
- **Nonverbal:** derogatory gestures or facial expressions of a sexual nature; following a person; or looking up and down a person's body.
- **Physical:** obscene gestures; uninvited touching of a sexual nature (assault); impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging patting or stroking.
- **Visual:** displaying sexually graphic magazines, calendars, posters, drawings or pictures.

## PROCEDURE

In order for Hubbell Incorporated, its subsidiaries and affiliates (collectively, "Hubbell") to effectively investigate and respond to a claim of harassment, the employee must follow the instructions on how to report harassment, so appropriate actions may be taken.

## ADMINISTRATION

Roles and Responsibilities. Human Resources will have the general responsibility of overseeing this policy and procedure.

Monitoring, Evaluation and Review. The Policy and related Procedure shall be reviewed annually.

Exceptions. There are no exceptions to this policy and procedure, but each complaint will be handled on a case-by-case basis depending upon the investigation and all facts and circumstances surrounding the complaint to determine appropriate course of action.

## **ACCOUNTING AND DISCLOSURE**

Not applicable

## **REPORTING**

### How to Report Harassment and/or Sexual Harassment.

If you feel subjected to or witness any conduct which you believe may violate this policy and procedure, please contact your Human Resource Department, immediate supervisor, or manager. Do not assume that Hubbell is aware of any problem. It is your responsibility to inform Hubbell if you are experiencing any form of harassment, including sexual harassment. If you are unsure with whom to raise an issue of harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident you perceive to be harassment, please immediately contact Corporate Human Resources by any of the following methods: (i) in person; (ii) fax to (203) 799-4254; or (iii) by mail to the Senior Vice President, Human Resources, Hubbell Incorporated, 40 Waterview Drive, Shelton, Connecticut 06484-1000. Hubbell management will ensure that an appropriate and timely investigation is conducted.

Every report of harassment or perceived harassment is investigated fully, and corrective action taken where appropriate. Violation of this policy and procedure will result in disciplinary action, up to and including termination for violations of this policy and procedure. In addition, Hubbell will not allow any form of retaliation against individuals who, in good faith, report unwelcome conduct to Hubbell corporate management or who cooperate in the investigation of such reports in accordance with the Anti-Harassment Policy.

## **DEFINITIONS**

**Harassment** shall mean Hubbell prohibits harassment of any employee, client, visitor, vendor, or third party contractor by an employee, manager, supervisor, client, third party contractor, vendor, or visitor with regard to race, religion, creed, color, national origin or ancestry, citizenship, sex, military status, age, marital status, sexual orientation, gender identification or expression, disability, pregnancy, childbirth, genetic information, or any other personal characteristic protected under applicable federal, state or local law. While it is not easy to define what harassment is, some examples are verbal (including improper joking or teasing) or physical conduct that demeans or shows hostility or aversion towards an individual because of these protected attributes and (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

**Sexual Harassment** shall mean sexual harassment is a specific kind of harassment. Hubbell prohibits sexual harassment of any employee, client, visitor, vendor or third-party contractor, by an employee, manager, supervisor, client, third party contractor, vendor or visitor. The legal definition of sexual harassment is unwelcome sexual advances or requests for sexual favors, and/or unwelcome verbal, visual, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition

of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Since only unwelcome conduct is considered harassment, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop. Or, you may communicate to the Human Resources Department, immediate supervisor, or any manager and they will communicate to the harasser that the conduct is unwelcome.

**RELATED DOCUMENTS** (Policies, Guidelines, Standards)

None

**VERSION**

Version	Approval	Effective	Changes
1	J. Capozzoli, A. Hsieh, S. Mais	2014.11.01	Original Issue
2	J. Capozzoli, K. Lane, S. Mais	2019.08.15	Conformed to new template