



# Equal Employment Opportunity

## Introduction

Insight Enterprises, Inc. (“Insight”) is a leading technology provider of hardware, software and service solutions to business and government clients in North America, Europe, the Middle East, Africa and Asia-Pacific. Insight is focused on helping organizations move technology goals forward in the areas of office productivity, unified communications and collaboration, mobility, network and security, data center and virtualization, data protection and the cloud. With approximately 6,400 teammates worldwide, Insight is ranked No. 473 on the 2017 Fortune 500 and generated sales of \$5.5 billion for the year ended December 31, 2016.

Insight is an equal opportunity employer with a formal affirmative action plan. Insight values teammates’ differences because it is Insight’s firm belief that an environment that values and respects differences is critical to each teammate’s ability to succeed and to the continuing success of the Company.

## Guidelines

It is Insight’s policy to hire, employ, retain, promote, compensate, dismiss, terminate and otherwise treat all teammates and job applicants on the basis of merit, qualifications and competence and not on the basis of their race, religion, national origin, color, gender, age, disability, marital status, veteran or military status, genetic information, gender identity, sexual orientation or any other characteristic protected by applicable law. Insight recruits, hires, trains, promotes and, when necessary, dismisses and lays off teammates in all job classifications and ensures that all personnel actions, such as compensation, benefits, company-sponsored training, and social and recreational opportunities, are administered without regard to these protected bases. It is a violation of this policy for any Insight teammate to refuse to hire, train, promote or provide equal employment conditions to any applicant or teammate or to discipline or dismiss a teammate on the basis of the person’s race, religion, national origin, color, gender, age, disability, marital status, veteran or military status, genetic information, gender identity, sexual orientation or any other characteristic protected by applicable law.



Any applicant or teammate with a disability who requires an accommodation should speak with his or her manager or human resources. Generally, a disability refers to a physical or mental impairment that substantially limits one or more major life activities of the individual.

Pursuant to its affirmative action plan, Insight makes good faith efforts to recruit and promote qualified women, minority, disabled, veteran, and special disabled veteran applicants and teammates.

## Reporting

If a teammate believes he or she has been unlawfully discriminated against or observes unlawful discrimination against any applicant, teammate or third party, the teammate should immediately inform his or her manager or a human resources representative. If, for any reason, a teammate feels uncomfortable reporting his or her concerns to his or her manager and/or human resources, the teammate can report his or her concerns to the legal department or submit a complaint to the Insight Ethics Hotline:

- <http://www.Insight Ethics Hotline.com>
- 877.800.2941

The service is available at all times.

Any teammate who violates this policy is subject to appropriate corrective action, up to and including termination of employment. Retaliation against, or victimization of, a teammate for raising an issue of unlawful discrimination, or for participating in an investigation of unlawful discrimination, is strictly prohibited.

## Oversight

Insight has appointed Vice President of Human Resources Jennifer Vasin to manage the Equal Employment Opportunity Program. Vasin's responsibilities include monitoring all equal employment opportunity activities and reporting the effectiveness of this affirmative action program, as required by federal, state and local agencies. Insight will receive and review reports on the progress of the program. Any employee or applicant may inspect our affirmative action program during normal business hours by contacting the EEO coordinator.

Insight will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these affirmative action objectives, as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

In addition to the Insight Ethics Hotline, any employee or applicant for employment who believes he or she has been treated in a way that violates this policy may contact Jennifer Vasin at 480.889.9764 or any other representative of management. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.