



## HUMAN RIGHTS POLICY

### Purpose

Respect for human rights is our global obligation and a critical part of Kelly's vision, character and values. It is fundamental to the relationships with our employees, customers, suppliers and interested parties. We are committed to providing all our employees with fair and safe working conditions, and opportunities they need for growth. We also expect our partners to adhere to human rights principles consistent with our own, especially those that may impact our employees, candidates and job seekers.

### Policy

This policy and all our working and labor practices are aligned with global initiatives such as the ILO Convention and the UN Guiding Principles on Business and Human Rights. Kelly is a signatory of the United Nations Global Compact and adheres to its principles, including those specifically relating to human rights and labor.

#### **Inclusion and diversity**

Globally, we consider inclusion and diversity key components of the Kelly Vision, Character, and Values. We foster an inclusive environment where people of all backgrounds are welcomed, respected, engaged and succeed. A passion for people drives our focus on long-term growth, learning, and development. We create a world of opportunities for those with varied talents and a drive to excel. When our people thrive, we thrive.

#### **Non-discrimination**

Our aim is to guarantee our commitment to nondiscriminatory practices in the workplace, where all qualified applicants and employees enjoy the same right to employment and advancement opportunities, irrespective of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status, or any other category under applicable laws.

#### **Equality**

It is the policy of Kelly Services to provide equal employment opportunity in recruitment, selection, training, compensation, promotion, job transfer, and assignments and to ensure that employment decisions are based only on valid job requirements. These opportunities and other conditions of employment are extended to qualified applicants and employees regardless of an individual's race, color, sex, pregnancy, age, religion, national origin, genetics, sexual orientation, gender identity/expression, disability, veteran and military status, and/or other protected categories under applicable laws and further, to take affirmative action to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans.

#### **Accommodations**

Kelly Services will seek to provide reasonable accommodations to individuals with disabilities, unless to do so would cause undue hardship. Accommodations related to pregnancy, childbirth, and lactation would also be considered within this policy. Reasonable disability related accommodation may include exception to applicable leave or attendance policies. Kelly Services will not deny employment opportunities based on the need to make reasonable accommodations related to a disability or pregnancy.

#### **Anti-harassment**

Kelly is committed to maintaining a work environment that is free from harassment. Kelly will not tolerate harassment of or by its employees. All employees are expected to help ensure the work environment remains free of harassment. Upon learning of a situation that may violate this policy, Kelly will conduct a prompt and thorough investigation. Kelly will not tolerate retaliation against anyone who has expressed a good faith concern about harassment or who has participated or cooperated in an investigation.

### **Forced or compulsory labor**

Kelly has a zero-tolerance policy against any form of human trafficking or related activities, including any form of unlawful employee harassment, retaliation, forced or compulsory labor, sex trafficking, child labor, or any type of debt peonage. We strive to guarantee responsible recruitment and retention practices in our operations and across our global suppliers and customers.

### **Human trafficking and slavery**

Kelly does not and will not permit its employees, subcontractors, vendors, suppliers, or other entities it does business with to engage in any form of human trafficking or modern slavery. We have communicated specific guidelines on actions that may be considered human trafficking and slavery, which we do not accept under any circumstances.

### **Child labor**

Our Code of Business Conduct and Ethics and the Supplier Code of Conduct state that in our business practices, as well as for our partners and suppliers, compliance with all applicable child labor laws—including those relating to minimum age limits, limitations of working hours, and prohibition against certain types of work—are mandatory. Kelly understands that opportunities may arise for the placement of minors under the age of 18, and has therefore implemented a policy to ensure its compliance with federal labor law and OSHA regulations. This policy is extended to all countries of operation and respects all internationally proclaimed human rights.

### **Freedom of association**

Kelly believes that employees are best served through a collaborative work environment with direct communication between employees and their Kelly representative. Our policies encourage employees to work directly with their Kelly representative to problem-solve potential disputes, and we strive to promote a positive work environment, establish favorable employment conditions, support employee development, and to facilitate direct employee communications. All employees shall be free to join or to refrain from joining, trade unions or similar external representative organizations. Kelly respects the rights of all employees to engage in protected activities, including those of freedom of association and collective bargaining. Employees may engage in activities without fear of intimidation or reprisal, in accordance with applicable law. Kelly also believes that partners and suppliers should recognize the right of freedom of association, consistent with applicable law.

### **Health and safety**

Kelly recognizes a shared responsibility to protect our people and planet. Our human capital is our most important asset. We are committed to achieving zero accidents and occupational hazards to create working environments with the highest standard of safe and healthful conditions.

### **Fair wages/compensation**

Our Global Compensation Philosophy establishes internal policies to guarantee equitable compensation to all our employees and provide comprehensive opportunities for their career development. This philosophy has formalized and enhanced transparency in our compensation practices, ensuring equal employment in recruitment, selection, training, compensation, promotion, job transfer, and assignments.

### **Public Reporting**

We report to the public on our human rights-related commitments, efforts and statements, consistent with this Human Rights Policy, as part of our annual Sustainability Report. This reporting cross references our alignment with international reporting standards on sustainability and UN Sustainable Development Goals.

## **Sanctions and Non-compliance**

Violation of Human Rights laws can have serious consequences for both the Company and the individuals involved in such violations, including the possibility of substantial fines and penalties, civil damages, and criminal penalties. In many jurisdictions, violation of Human Rights laws can also include significant jail time.

## Reporting, Compliance and Open-Door Policy

### Compliance

The Internal Audit Department, Law Department, and Risk Department will periodically assess compliance with this policy, including consideration of Human Rights issues as part of regular audits and compliance operations related to the Company's operations, books, and records.

### Open-Door Policy

Because it is not possible for this Policy to describe every possible scenario that may arise, and because the laws governing Human Rights conduct can vary based on jurisdiction, employees are encouraged to discuss **any** compliance concerns with their supervisor and/or seek advice of the Law Department or Internal Audit prior to engaging in activities that may trigger Human Rights laws. The Law Department can be contacted within the Company directory at [employlaw@kellyservices.com](mailto:employlaw@kellyservices.com), or by telephone at +1 248 244-4555. Individuals in countries other than the U.S. should contact their local legal representative or the Company's Corporate Law Department.

### Reporting Potential Violations

We have implemented several networks for Kelly employees and interested parties to report what is believed to be a potential violation of our policies or local laws and regulations. All inquiries and reports of unethical behavior are taken seriously and will be treated confidentially. Kelly employees should speak to their manager, Human Resources representative, or Kelly Law department ([employlaw@kellyservices.com](mailto:employlaw@kellyservices.com)). Kelly candidates, job seekers, customers and suppliers should contact their Kelly representative. Employees and interested parties are also able to report potential violations 24 hours a day, 7 days a week through the Kelly Services' Business Conduct & Ethics Reporting Program at 877.978.0049 or <https://secure.ethicspoint.com/domain/media/en/gui/82243/index.html> or at the hotline numbers located in the Code of Business Conduct and Ethics.

### Anti-Retaliation

Kelly values the reporting of concerns by individuals. Retaliation of any kind against any individual for reports made in good faith under this policy is expressly prohibited and will result in corrective action, up to and including termination of employment. If you suspect that you or someone else has been retaliated against for raising any legal or business conduct issue, immediately contact the General Counsel, Chief Human Resources Officer, or Vice President Internal Audit.

## Contact

For questions regarding this policy, contact the HR Knowledge Center at 1-877-301-8460 or [HRKnowledgeCenter@kellyservices.com](mailto:HRKnowledgeCenter@kellyservices.com).