



# Respectful Workplace Policy

We are committed to treating everyone with respect and ensuring that employment decisions are based on your individual performance and qualifications. We recognize that different perspectives, experiences, backgrounds, and ethnicities help us create a company where the best individuals come to do their best work.

This Policy applies to all Acuity associates globally.

## **Equal Employment Opportunity**

Bringing together associates from different backgrounds, experiences, cultures, and generations makes us a more robust and better company. We provide equal employment opportunities to all qualified persons and do not discriminate against applicants or associates based on any characteristic or classification, including race, color, ethnic origin or group, national origin, age, gender, gender identity, gender expression, sex, sexual orientation, pregnancy (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), religion, mental disability, physical disability, genetic information, medical condition, marital status, family status, veteran status or any other characteristic or classification protected by local, state, provincial, or federal law. For a list of additional protected categories and classifications in your country, please see the country-specific section at the end of this Policy.

This applies to all aspects of employment, including recruitment, hiring, promotion, training, transfer, discipline, layoff, recall, termination, compensation, benefits, and participation in all company-sponsored activities, events, and programs. This also applies in our dealings with customers, clients, vendors, and other third parties.

In accordance with applicable law, we will also reasonably accommodate the known disabilities of associates, who are otherwise qualified to perform the essential functions of their jobs, unless doing so creates an undue hardship. If you are unable to perform an essential function of your job because of a disability or need a reasonable accommodation based on any protected ground, you are encouraged to discuss possible accommodation with a member of our HR team.

## **No Harassment or Discrimination**

We are committed to a respectful workplace where all associates are free from harassment and discrimination by co-workers, managers, and business partners, including clients, customers, vendors, and consultants. We expressly prohibit harassment and discrimination based on any characteristic or classification protected by applicable local, state, provincial, or federal law. This applies in the workplace or any work-related setting, such as a business meeting, business trip, or business-related social event.

We take all allegations of discrimination, harassment, and retaliation very seriously and are firmly committed to ensuring a workplace free of those discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including termination.





Harassment is hostile or derogatory verbal or physical conduct based on a protected classification that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with your work performance; or
- Otherwise adversely affects your employment opportunities.

Harassing conduct may include, but is not limited to unwelcome nicknames, labels, slurs, or negative stereotyping; threatening, intimidating or hostile acts; condescending jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on a protected category and that is placed on walls or elsewhere on company property or circulated in the workplace, including on associate clothing. Requiring associates to properly perform their jobs is not unlawful harassment.

Sexual harassment, in particular, involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of your employment; (2) submission to or rejection of such conduct is used as the basis for decision affecting your employment; or (3) such conduct has the purpose or effect of unreasonably interfering with your work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment is unlawful.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or opposite gender. Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering or whistling; groping, touching, or other forms of physical contact; insulting or obscene comments or gestures; display in the workplace of sexually explicit or sexually suggestive objects, pictures, or clothing; and other physical, verbal or visual conduct of a sexual nature.

If you feel that you are being discriminated, harassed, or retaliated against in violation of this Policy or witness any inappropriate conduct of the nature described in this Policy in the workplace or a work-related setting, you must immediately report this to your manager or a member of our HR team. You can also contact our Ethics Helpline, as outlined below.

Managers and supervisors are also required to report any suspected or reported violations of this Policy to HR or via the Ethics Helpline. Violations of this Policy will not be tolerated and will

result in corrective action, up to and including separation from employment.

Complaints will be investigated thoroughly and timely, maintaining confidentiality to the extent practical and permitted by law. If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.



## **No Retaliation**

We want to ensure that all associates feel comfortable speaking up when they see or suspect inappropriate conduct and fully cooperate with any investigation without fear of retaliation. We strictly prohibit any form of retaliation against an associate, who in good faith makes a complaint, raises a concern, provides information, or otherwise assists in an investigation or proceeding regarding any conduct that they reasonably believe to be in violation of company policies or applicable laws, rules, or regulations. Prohibited 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, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

However, all associates are expected to make complaints and fully participate in any investigations in good faith. If an associate knowingly made a false allegation, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith, they may be subject to discipline, up to and including separation from employment.

If you believe that you or another associate were retaliated against, you must immediately contact a member of our HR team. You can also contact our Ethics Helpline, as outlined below.

## **Raising Concerns**

If you have concerns about activity you feel may not be in line with this or other Acuity Brands policies, you should contact your local management, Human Resources, or a member of the Acuity Brands Legal Department. You can also reach out to our Ethics Helpline:

- Via the internet: [ethicshelpline.acuitybrands.com](https://ethicshelpline.acuitybrands.com)

- Via telephone, 24 hours/day, 7 days/week:

U.S. and Canada: 800-461-9330 or via text 770-637-0324

China: 400-120-3062

France: 0805-080339

Mexico: 01-800-681-6945

Netherlands: 0-800-022-0441

United Kingdom: 0-808-189-1053



We will investigate any concerns in a timely and thorough manner, maintaining confidentiality to the extent possible. We do not tolerate retaliation against an individual that raises a good faith concern about this policy or other Acuity Brands business activities.

For employees in the European Union, our Ethics Helpline is limited to certain matters in accordance with EU laws. To report other concerns under this Policy, please contact your local management, Human Resources, or a member of the Acuity Brands Legal Department.

To the extent there is any inconsistency between this Policy and applicable legislation, the applicable legislation prevails including, but not limited to, specific definitions of harassment or prohibited grounds of discrimination or retaliation. In addition, we may adopt and implement additional policies for a specific country or jurisdiction regarding harassment, discrimination, retaliation, or maintaining a respectful workplace, where required or permitted by applicable law. This Policy also does not form part of any contract of employment.

## **Additional Country Details**

As stated above, we provide equal employment opportunities to all qualified persons and do not discriminate or tolerate harassment or retaliation against applicants or associates based on any characteristic or classification protected by local, state, provincial, or federal law. In addition to the protected characteristics and classifications listed above, certain additional categories and classifications are also protected in the following countries:

### **Canada**

Consistent with applicable law, we also do not discriminate against applicants or associates because of place of origin, creed, or record of offences.

### **China**

Consistent with applicable law, we also do not discriminate against applicants or associates because of infectious disease (HBV/HIV).

### **France**

Consistent with applicable law, we also do not discriminate against applicants or associates because of origin, morals, particular vulnerability resulting from their economic situation, actual or supposed membership in a specific ethnic group, nation or alleged race, political opinions, trade union or mutualist activities, exercise of an elective mandate, religious convictions, physical appearance, family name, place of residence or bank domiciliation, state of health, loss of autonomy or disability, or ability to express oneself in a language other than French.

### **Mexico**

Consistent with applicable law, we also do not discriminate against applicants or associates because of skin color, culture, social status, economic status, health or legal conditions, physical appearance, language, immigration status, opinion, identity or political affiliation, family situation, family responsibilities, criminal record, or other characteristic where discrimination would violate





human dignity.

### **Netherlands**

Consistent with applicable law, we also do not discriminate against applicants or associates because of religious belief, political orientation, origin, nationality, sexuality, marital or civil status, chronic illness (including any long-term impairment, whether physical or mental).

### **United Kingdom**

Consistent with applicable law, we also do not discriminate against applicants or associates because of marriage and civil partnership, religion or belief, or gender reassignment.

### **United States**

Consistent with applicable law, we also do not discriminate against applicants or associates because of ancestry or veteran status.

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