

<b>Policy Name:</b>	Safe Work Environment Policy	<b>Last Reviewed:</b>	06/14/2024
<b>Applicable to:</b>	All Kforce Employees, Companies & Locations	<b>Important Contact Information:</b>	Risk Management: <a href="mailto:compliance@kforce.com">compliance@kforce.com</a> Employee Assistance Program: 833-789-9882

We are committed to providing a safe work environment and complying with applicable safety laws and regulations including the Occupational and Safety and Health Act (OSHA).

**General Workplace Safety**

Kforce is primarily a remote-first workplace. Even though you may work from home or another location of your choosing, you have an obligation to be mindful of your safety and take precautions when necessary. Safety in the workplace requires each of us to be aware at all times of our surroundings and our responses to circumstances. It is your responsibility to learn proper safety precautions and follow them diligently while working. If you have questions about the appropriate use of any device, including any safety devices or personal protective equipment on Kforce’s or a client’s premises, including fire extinguishers, please ask appropriate personnel. If there are established safety processes or directives in a location from which you may be working, please follow them as they are designed for your protection.

When working from a Kforce, client or third-party location, please keep the following safety considerations in mind:

- Obey all applicable safety rules and exercise caution in all work activities.
- Immediately report any unsafe condition to a supervisor or manager or, as may be appropriate, Risk & Compliance or Human Resources so that any necessary action may be taken.
- Report hazardous conditions immediately to appropriate supervisory or management personnel for prompt resolution and do not take unnecessary risks.
- Employees or consultants that cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination from employment.
- In case of any accident resulting in injury, regardless of how insignificant it may appear, please immediately notify your supervisor or manager and Risk & Compliance.
- Determine the location of fire extinguishers, fire exits, first aid kits and, where applicable, other safety devices like eye wash equipment.
- Use properly any available personal protective equipment (PPE) applicable to your duties.
- Ask, before acting, if you are uncertain as to how to use PPE, safety devices or other job-related equipment.
- Do not perform any task or job where you have not received appropriate instructions necessary to safely perform it.
- Keep your working area clean and tidy.
- Do not engage in horseplay, running, pushing, shoving or other acts which could lead to injury of you or any other person.
- In the event of a fire or other workplace emergency, follow local emergency officials’ and building management’s directives, if any, as well as any applicable Kforce emergency procedures or processes. Know how to safely exit the building in the event of a fire or other safety concern and move to an area that is out of harm’s way.

Kforce is receptive to your ideas, concerns, and suggestions regarding improved workplace safety. Please feel free to share your thoughts regarding potential workplace safety improvements with your supervisor, Risk & Compliance or Human Resources. You may also share any concerns you have anonymously with our Ethics and Compliance Integrity Hotline at 866-213-5142 which is managed by our trusted third-party vendor. Likewise, to the extent it may be applicable, the Professionalism and Respect in the Workplace policy outlines a reporting process by which you can report concerns. You will not be retaliated against for reporting in good faith to Kforce any safety concern.

### **Specific Workplace Safety Considerations and Standards**

All employees, candidates, consultants, vendors, and other business partners should be treated with courtesy and respect, and no one may engage in threats, bullying, intimidation or any other acts or threats of violence. In addition, we are committed to supporting our employees and consultants who may face situations where their safety is endangered, such as when they or their loved one's face concerns of domestic violence, suicide, or abuse.

Violence or threats of violence in the workplace are strictly prohibited. In addition, violence, or threats of violence outside of the workplace that could affect someone's ability to work are prohibited by this policy. For the purposes of this policy, violence is defined as actual or potential assault, battery, intimidation, threats, stalking, bullying, destruction of property, or any similar act that occurs while an individual is engaged in Kforce business, at a Kforce or client site, or while attending a Kforce-sponsored event. Violence also includes the same kinds of activities outside of work if they could have an adverse effect on someone's ability to work.

When any act or threat of violence occurs, we will take immediate action. Any person who makes threats, exhibits threatening behavior, or engages in violent acts will be removed as quickly as safety permits, and may be asked to remain away from Kforce or client worksites pending the outcome of an investigation. Depending on the situation, we may also suspend or terminate the affected business or employment relationship, reassign job duties, report the situation to law enforcement, criminally prosecute the persons(s) involved or take whatever other action we believe is necessary to protect our workplace.

Dangerous or illegal items of any nature such as weapons, explosives, or firearms are not permitted within any Kforce or client office. Individuals with authorized permits or licenses may have firearms or weapons in their locked vehicles in parking areas where allowed by law. Even with conceal carry permits, weapons and firearms are not permitted in Kforce or client offices. Certain locations may have more restrictive prohibitions based upon local laws or landlord leases, and we must obey the law and policies where our offices are located. In addition, consultants on assignment must abide by our client's policies regarding firearms and weapons possession.

Violations of this policy will lead to disciplinary actions up to and including immediate termination of employment and may also be referred for criminal prosecution.

### **Domestic Violence, Suicide and Abuse**

We understand the traumatic impact that domestic violence, suicide, and abuse can have in the workplace.

We work to protect our employees and consultants against domestic violence and other forms of bullying and abuse while in our workplaces, and we will make assistance available to them to help with these difficult circumstances. This assistance may include, but is not limited to, providing a discrete means of

coming forward for help, resource and referral information, special workplace accommodations, work schedule adjustments, leave, including as provided by applicable law, and otherwise if necessary to obtain medical, counseling, or legal assistance, and, in extreme cases, workplace relocation (if available). Employees or consultants who need assistance or who apply for and obtain a protective or restraining order that lists any of our offices or client locations as a protected area should notify and work with Human Resources.

Acts or threats of suicide are tragic and can have far-reaching effects on family, friends, colleagues, and communities. We offer support to our employees and consultants who have experienced a suicide crisis or who are aware of suicide risks. In particular, if you become aware of another employee's intent to harm others or themselves, please notify Human Resources right away. We encourage our employees and consultants to contact Human Resources for information on the assistance available to them.

You can also contact our Employee Assistance Program (EAP) at 833-789-9882. Participation in EAP services and any recommended treatment is confidential.

### **Reporting and Requests for Help or Assistance**

If you witness or hear of a potential act of workplace violence, a domestic violence matter, a threat of suicide or serious self-harm, or other conduct covered by this policy please call 911 immediately if it is an emergency. Once you have called 911, as soon as you safely can, please contact your supervisor, a member of management, Risk Management or Human Resources and advise of the situation. If the situation is not an emergency but involves another employee or could put our employees at risk, please reach out to your supervisor, a member of management, Human Resources and/or Risk Management so the Firm may take all appropriate steps to protect its employees and/or assist the involved individual(s). We strictly prohibit retaliation against anyone raising a concern of violence in good faith. Please understand that failure to report violations of this policy that you experience, or witness could result in termination of your employment or business relationship with Kforce.

### **Keep Us Informed**

As a part of our efforts to maintain safe work environments for all of our employees, consultants, and clients we need to be aware of any criminal activity that could impact our workplaces. Accordingly, all employees and consultants must immediately report all criminal arrests and convictions (other than routine speeding or other non-alcohol related traffic violations) to Human Resources. Reporting a matter does not mean we will take adverse action involving your employment. Rather, we evaluate all such reports on a case-by-case basis to determine whether the offense is job-related or jeopardizes workplace safety.

### **Access to Particular Safety-Related Plans**

To the extent that applicable law requires Kforce to maintain specific plans regarding illness and injury prevention, workplace violence or other safety-related subjects, such may be accessed, upon request, from Risk and Compliance at [ComplianceTeam@kforce.com](mailto:ComplianceTeam@kforce.com). Inquiries may be made by subject matter or location.